

IRB Bulletin: May 2024

Announcements

As a part of the Northwestern University IRB Office's initiative to share timely resources and information with the research community, the IRB Bulletin is released at the beginning of each month and contains relevant updates from the IRB Office. You can also find the IRB Bulletin posted on the [IRB News & Announcements webpage](#). Please keep reading for this month's updates.

eIRB+ "Copy Submission" Feature Makes Updates Easy for Exempt Research

While researchers may submit modifications to update studies the IRB reviewed via Expedited and Full Board Review via Modification submissions, the IRB directs PIs conducting research determined to be Exempt to re-submit their studies via the Copy Submission feature to modify their research in the cases outlined below.

Research that the IRB determined to meet the Exemption criteria may modify their research without obtaining IRB approval for those changes that meet the criteria outlined in the IRB's determination letter and on the IRB's [Exempt Review webpage](#).

However, study updates that do affect risk level (i.e., push the study into non-Exempt status) or involve any of the (non-exhaustive) scenarios below should be re-submitted in eIRB+ via the "Copy Submission" feature.

- Changes to study procedures
- Changes that impact risks to participants
- Addition of new participants, particularly vulnerable populations
- Addition of sensitive questions to data collection materials
- Collection of new elements of identifiable information
- Addition of new funding resources

Check out our [webpage](#) for more information on submitting Exempt Study applications.

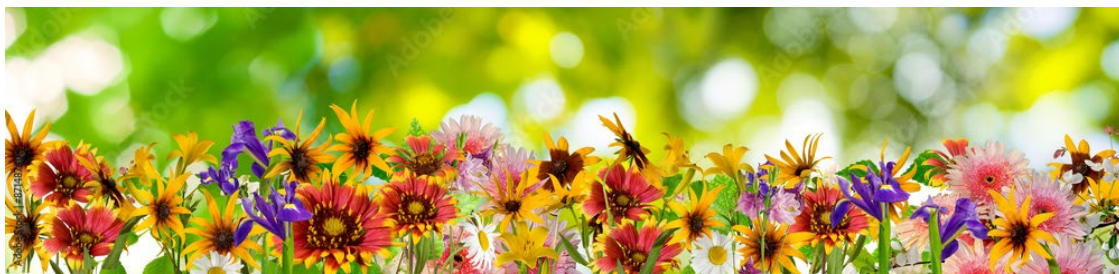


Reliance Ready

Summertime Brings Federal Funding Deadlines and Single IRB Planning

With summer months within our sights, so are federal grant proposal deadlines! If your proposed research involves Human Research and multiple research sites, this is your reminder to fill out the Single IRB [Consultation Intake Form](#) *5 weeks before submitting your federal grant application*. This form allows the IRB Office Reliance Team to evaluate whether it is appropriate for Northwestern University to serve as the IRB of Record for all/external sites on the study or if it is more appropriate for Northwestern to rely on another engaged institution for official regulatory oversight.

Check out our [Single IRB Planning](#) and [Guidance Regarding Requirements for Federal Grants](#) webpages for more helpful information.



UPDATED DOCUMENTS

The following were updated and are now available on the [Policies & Guidance](#) page:

- Definitions HRP-001
- Investigator Manual HRP-103

The following were updated and are now available on the [SOPs](#) page:

- IRB Meeting Preparation HRP-040
- Document Management and Record Retention of Institutional Review Board Records HRP-072
- IRB Records HRP-070

The following were updated and are now available on the [Checklists & Worksheets](#) page:

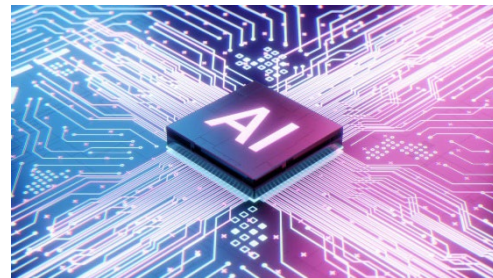
- Additional Federal Agency Criteria HRP-318
- Expedited Review HRP-313
- Northwestern University Serving as the IRB of Record HRP-093
- Authorization Agreement Review HRP-1801
- IRB Meeting Minutes HRP-043

UPCOMING IRB BROWN BAG

Responsible Use of Artificial Intelligence in Human Research

May 15, 2024 | 12:00 – 1:00 PM

[REGISTER HERE](#)



Artificial intelligence (AI) is already changing society and impacting the nature of research, raising important questions about how data is gathered, analyzed, and reported, who is considered a researcher, and the ethics behind the conduct of research. Please join the Northwestern University Institutional Review Board Office as we host Dr. Christina Maimone, Northwestern Information Technology Research Computing and Data Services Associate Director, to unpack some of these important and timely questions in a Brown Bag session focused on the ethical and compliant use of AI in Human Research.

Please visit our [Events page](#) for details and registration information on this and upcoming [Brown Bag](#) sessions.

STAFF SPOTLIGHT



Meet Kim Rowan!

HeIIIIIIllo! I am a proud member of the IRB Office's Compliance team. I have been in Human Research protections since 2015. What I love most about it is creative problem-solving, creating and improving resources, and collaborating with and learning from my colleagues and research community members. I believe in fostering an open dialogue and respectful collaboration between the research community and the IRB Office and ensuring the research community has the tools and training they need to succeed.

I value animals, the environment, and physical and mental health awareness. I volunteer as one of the [IRB Office Well-Being Champions](#) to create and share resources to support our well-being in the workplace and beyond. I appreciate the supportive culture of the IRB Office and my amazing colleagues, whom I have had the privilege to work alongside on several initiatives dedicated to improving Human Research protections at Northwestern. You may have read about one of these initiatives in the [December 2023 IRB Office Bulletin](#).

I adore the outdoors, and last year, I went on a 14-day vaning/camping trip throughout western Colorado and Utah, rafting and mountain biking throughout. I love art and music. You can catch me attending the music festival Riot Fest in Chicago every year. I also am passionate about comedy and dad jokes. Although, I heard it's inappropriate to make a "dad joke" if you're not a dad.

It's a faux pa.

Please use the [Northwestern University IRB Office Website](#) as your primary source of information and resources on human research protections

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