

From: [Kasandra Lambert](#)
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[image017.png](#)
[image019.png](#)
[image020.png](#)
[image007.png](#)



West Virginia University®

OFFICE OF HUMAN RESEARCH PROTECTIONS

September 2022 Newsletter

In this email:

1. [Updates to Study Closure Request Build Form](#)
 2. [Reminders](#)
 3. [Upcoming Events](#)
 4. [Tips and Tricks](#)
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Updates to IRB Protocol Closure Form

The WVU Office of Human Research Protections has updated WVU OHRP-33 IRB protocol closure form (WVU Build Form) (linked [here](#)) and encourages study teams to close their studies (any protocol type) in WVU+kc when the criteria for closure are met. The following options are available when requesting to close a study:

1. Research never commenced
2. Research completed, identifiable data analysis (only available for studies approved on or after January 21, 2019)
3. Research completed, de-identified data analysis only
4. Research completed, including data analysis and manuscript preparation
5. Research closed due to unforeseen circumstances or early termination (by either PI or sponsor)

Please note that studies can be closed when the only research activity remaining is data analysis. Study teams can still publish/conduct data analysis after a study is closed.

As WVU OHRP prepares to transition to a new protocol management system, we encourage study teams to close any studies that meet the criteria listed above. It is also in the study team's interest to promptly close out their studies to reduce administrative burden and liability.

Reminders

1. **New Informed Consent Templates:** Newly submitted studies *must* use the updated informed consent templates. This will ensure all local WVU

policies and federal regulatory requirements are met. Visit [WVU OHRP's Forms](#) page to ensure you are using the most up-to-date version of the available templates. The version number has been added to the website to allow study teams to easily assess whether they are using the most updated version.

2. **From Mountaineer E-News 9/21/2022:** [Keep Qualtrics in mind as you develop your surveys, polls and forms](#)

Upcoming Events

WVU OHRP Office Hours

Thursday, October 6 1-2pm

Monday, October 17 1:30-2:30pm

Stay up to date by visiting the [OHRP calendar](#) periodically and keep an eye out for email reminders from the WVU+kc users listserv.

Tips and Tricks

1. **Need help?** If you call or email our office, please be sure to always include your WVU+kc protocol number in the message.
2. **Adding or removing study personnel?** When adding or removing study personnel via an amendment, you must list the names of those being added or removed. This facilitates the review and ensures appropriate documentation for study team changes.



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Contact us at IRB@mail.wvu.edu