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To:	Information for research systems, technology, and data management at WVU
Subject:	WVU OHRP June 2025 Newsletter
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June 2025 Newsletter

In this email:

Reminder: Closure Eligibility

If you have a **cIRB**, **Full Board**, or **Expedited study** that is eligible for closure, please submit a closure request by completing the WVU OHRP-33 Protocol Closure Form and submitting in WVU+kc.

Studies are eligible for closure if:

1. Research never commenced
2. Research completed, identifiable data analysis only (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)

Studies can be closed when the only research activity remaining is data analysis. Study teams can still publish/analyze data 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.

Reminder: Participant Recruitment

To facilitate an efficient review process, please fully and accurately describe recruitment plans when submitting to the WVU IRB. Include any intention to use MyChart, regardless of submission type (Flex, Exempt, Expedited and Full Board Protocol). Study teams intending to use MyChart as a recruitment tool must use the WVCTSI Center of Excellence (COE) MyChart Template and submit the advertisement for review and approval with their IRB submission.

IRB approval of the MyChart advertisement is not permission to use MyChart for recruitment, but represents approval of the content and message. After IRB approval, study teams must provide the MyChart advertisement and IRB approval letter to WVCTSI for verification and approval.

Available WVU OHRP Resources

WVU OHRP has a variety of resources available for the WVU research community. Researchers are encouraged to review and utilize available resources and guidance when initiating an IRB submission. Resources include:

Get Started: A step-by-step guide for requirements when submitting to the WVU IRB in WVU+kc
Forms: Comprehensive listing of required and optional forms for IRB submissions (includes consent documents, study management resources, special approvals, etc.)
A-Z: Guidance by topic
Learning Center: Guides and documents for specific aspects of IRB requirements and guidance videos, cultivated for new researchers (including students) but also useful to seasoned researchers for a refresher.

For questions or clarifications about available information and guidance, please email irb@mail.wvu.edu.

WVU+kc IRB Submission Tip

Be sure your submission has made it to the WVU OHRP/IRB queue for review! Check the status by opening the protocol, navigating to Protocol Actions, and opening the Route Log. If the submission is "In Action List Approve" with Principal Investigator (PI), then the protocol has not been submitted to the IRB. The PI must log in and approve/submit.

If you have questions or want to check the status of your protocol, please email irb@mail.wvu.edu. Pre-review typically occurs within 3 business days of receipt. If protocol is sent directly to the IRB reviewer (no pre-review changes needed), they will have 10 business days to complete their review. For protocols that require review by the convened board, review the schedule on WVU OHRP's website.

Reminders

Continuing Reviews – Plan Ahead and Submit Early: Starting at 90 days before protocol expiration, WVU+kc sends numerous automated reminders to study teams. Continuing reviews submitted less than 30 days before expiration may not be reviewed in time to avoid expiration, leading to extra work for you and requiring more review time to reopen the study. To keep the process moving smoothly for both study teams and the IRB, **submit continuing reviews after receiving the first reminder and no later than 60 days prior to expiration.**

A Faculty Mentor's Guide to the IRB: WVU OHRP has recently published a new guidance document, A Faculty Mentor's Guide to the IRB, in the Learning Center. This guidance document serves as a valuable resource for both mentors and mentees to better understand roles and responsibilities, information regarding the IRB process, and considerations for student projects (e.g., timelines, complexity, and oversight).

New Educational Resource: The WVU Office of Human Research Protections is now offering updated educational webinars through the CITI Program. WVU researchers may access CITI program webinars by navigating to CITI and selecting "Add a Course" after logging in. Available webinars are listed under Question 17 and include topics like Data Management and Security for Student Researchers: An Overview, FERPA: A Quick Review of the Law for Researchers and IRBs, Improving the Clinical Trial Participant's Experience: From Recruitment through Study Closure, and many more.

Participant payment/funding listing in WVU+kc questionnaire: If participants are being paid, a funding source must be listed in the WVU+kc questionnaire under Funding Source. This includes when departmental or personal funds are being used.

Adding Study Personnel to Expedited or Full Board Protocols: When adding or removing study personnel via an amendment or at continuing review, please ensure the personnel are added or removed under the "Personnel" tab of WVU+kc in addition to listing them in the "Amendment" or "Continuing Review" section of the questionnaire. Changes should also be made to other applicable sections and/or attached documents.

Review times vary: WVU continues to provide IRB review and approval faster than the national median; however, review times are variable. Turnaround times vary based on current workload, reviewer availability, review type, vulnerable populations included, etc. Study teams are encouraged to submit studies as early as possible and to budget sufficient time for IRB review when planning research projects/timelines.

Contacting OHRP: To allow for better and more efficient assistance, always include your study's **protocol number** when emailing WVU OHRP. The most reliable way to search in WVU+kc is by protocol number and providing your

protocol number allows WVU OHRP staff to review information about the submission and most accurately respond to any questions/concerns.

Follow us on X.com @WVUOHRP – Tips and Tricks published most Tuesdays

Contact us at IRB@mail.wvu.edu