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West Virginia University®

OFFICE OF HUMAN RESEARCH PROTECTIONS



## October 2022 Newsletter

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**Use Our “Get Started” and “Forms” Pages:** Many common questions can be answered and common errors can be avoided by utilizing the tools available on [WVU OHRP's Get Started](#) and [Forms](#) webpages. The Get Started page provides a step-wise process for researchers (new and experienced) to help them navigate the various IRB submission types. Additionally, tools like the [Protocol Submission Prep Checklist](#) assist research teams and facilitates easier navigation in WVU+kc.

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**Join the WVU OHRP Faculty Advisory Committee!** The Faculty Advisory Committee is seeking new members to provide guidance and input to strategic planning and operational aspects of the human research protection program (HRPP) at WVU.

Monthly Zoom meetings include the following areas of focus:

1. Be the voice of the academic areas by providing input for improvement and advancement in all areas of the HRPP
2. Assess the impact on academic areas related to a new process or new system
3. Test new systems and processes as needed

Members are asked to provide at least a one-year commitment. If you are interested in participating or want more information, please contact Kasandra Lambert at [kasandra.lambert@mail.wvu.edu](mailto:kasandra.lambert@mail.wvu.edu).

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## Upcoming Events

### WVU OHRP Office Hours

Thursday, November 10 11:30am-12:30pm

Tuesday, December 6 1pm-2pm

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

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## Tips and Tricks

1. **Editing a protocol?** If opening a protocol from your dashboard you must click the pencil icon to edit.
  2. **Track your submission.** You can track the review process and see where your protocol is by clicking the "Protocol Actions" tab in your WVU+kc submission. Click "Route Log" and navigate to "Pending Actions Request" to see who has the submission.
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