WEST VIRGINIA UNIVERSITY

OFFICE OF HUMAN RESEARCH PROTECTIONS

October 2024 Newsletter

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Coming Soon: New Submission Process for NHSR and projects that do not require IRB review

A new submission process for NHSR and other projects that do not require IRB review will be in effect on December 9th. The process for Flex submissions will remain the same. As a reminder, while shown as NHSR/Flex in WVU+kc, these are two unique protocol types—NHSR and Flex. These two protocol types were initially combined into one (NHSR/Flex) submission process in WVU+kc because of system limitations when the Flex protocol type was rolled out in 2018. **Any new and pending NHSR protocol submissions should be submitted by November 22nd to allow for sufficient time for processing ahead of the transition. Register for upcoming information sessions here.** If you have any questions, please email irb@mail.wvu.edu.

Principal Investigator (PI) – Sign-off/Submission Required

While study personnel or any aggregator on a WVU+kc protocol can complete the questionnaire and upload any necessary attachments, the protocol must be submitted by the PI to be routed to OHRP for review. The study team member will have the option to submit to the PI and the application will be routed to the Principal Investigator for the final approval before it is routed to WVU OHRP for review. To decrease the time required, we recommend that you prompt the PI to review and approve the application (bottom of the protocol summary or Protocol actions tab). Review OHRP Video 003: How to Create an IRB Submission in WVU+kc (time: 12:20) for more information, including how to find who the submission is currently with by viewing the route log.

Reminders

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 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 or attached documents.

WVU Health System Only Employees: Personnel who are only affiliated with WVU health system (with no dual appointment with WVU) are considered **WVU-affiliated** for the purposes of IRB review. However, WVU health system only personnel are **not** automatically listed under the WVU affiliate search in WVU+kc. To be included on a WVU+kc protocol, WVU health system personnel must follow specific steps to be added to the system.

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.

Research Data Guidance: Visit https://researchdata.wvu.edu/ to review updated resources about data requirements at WVU. Guidance specific to Human Research is available including information/guidance about the Data Protection Process.

Learning Center: Check out the Learning Center which is designed to assist researchers who are new to WVU, who are new to human subjects research, student-researchers, and others who want specific guidance to supplement WVU OHRP's Get Started page.

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Contact us at IRB@mail.wvu.edu