West Virginia University

OFFICE OF HUMAN RESEARCH PROTECTIONS

March 2024 Newsletter

In this email:

Principal Investigator (PI) Responsibilities

Principal Investigators (PIs) and study teams are encouraged to review WVU OHRP SOP 003: Investigator and Key Personnel Responsibilities, Qualifications, and Training. PIs are ultimately responsible for and must maintain appropriate/sufficient oversight of the conduct of the research. **This includes PIs/faculty advisors who are overseeing student work.**

Attachments in WVU+kc

1. To facilitate review of IRB submissions in WVU+kc, study teams **must** ensure all consent documents are uploaded as **PDFs**. This is a requirement and ensures the appropriate watermark is added upon approval.

Other documents (surveys, recruitment tools, etc.) should also be included as PDFs.

2. When submitting a renewal or amendment for expedited or full board studies, please remove any old attachments that are no longer relevant to the study (i.e., old/outdated versions of the consent form). Do **not** delete and/or re-upload attachments that are still being used and are **not** being changed; leave them as they are, and the documents will get an updated watermark when the renewal is approved. As a reminder, previous iterations with attachments can be accessed in WVU+kc through the advanced search feature by entering the protocol number with * at the end and selecting "Both" under "Active." Please visit the Learning Center and view the "Advanced Search Guide" for more information:

https://human.research.wvu.edu/files/d/e581b023-bd0e-4849-80c3-0adbd349a282/advanced-search-instructions.pdf For questions, email IRB@mail.wvu.edu.

Reminders

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.

WVU+kc Clean Up: As stated in WVU OHRP's January 2024 Newsletter, WVU OHRP is administratively closing WVU+kc protocols with principal investigators (PIs) no longer at WVU. A 6-month grace period is in effect (e.g., if the PI separated from WVU in October 2023, the protocol will not be closed until April 2024).

If study teams receive a closure notice for a study that is active, the study team must resubmit the study with a new PI and all research activities must stop until the new approval is received. If study teams know of active protocols with a PI who is no longer with WVU, they are encouraged to proactively resubmit as a new protocol for exempt, flex, and NHSR submissions or to submit the required amendment to change the PI for expedited, full board, or CIRB studies. For questions or concerns, please email irb@mail.wvu.edu.

For more information about PI transition requirements, please review WVU OHRP SOP 005 - Principal Investigators Transitioning Research To and From WVU.

Events

WVU OHRP Office Hours: The WVU Office of Human Research Protections is offering Office Hours via Zoom to provide support to the research community. Investigators, research staff, and/or students are encouraged to drop into these sessions at their convenience with questions about ongoing research, developing research projects, the WVU+kc system, general IRB considerations, etc. A variety of staff from OHRP will be available to answer questions and provide support.

Wednesday, March 20th at 11 am

Wednesday, April 17th at 11 am

WVU OHRP Office Hours Zoom. No RSVP required. For more information, visit: https://human.research.wvu.edu/updates/2024/01/10/spring-2024-office-

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Contact us at IRB@mail.wvu.edu