Institutional Review Board Newsletter

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AHC IRB Website

Paper Documentation No Longer Required

The IRB office no longer requires submission of paper documents. All study documentation should be uploaded into IRBANA for IRB review.

Revised AHC IRB Forms

All AHC IRB Forms have been revised and can be found on our website. Please use these documents moving forward. Any IRB approved forms do not need to be converted into the new document versions at this time.

Amendment Form Submission Requirements

Please submit a signed Amendment Submission Form with any revised or new study documentation, including FDA letters or study progress reports. Completion of this form provides the IRB with more information about revisions or new documents and confirms any changes to the risk-benefit ratio.

Updated IRB Roster as of February 13, 2017

The IRB Roster has been updated as of February 13, 2017. Please update your regulatory files accordingly.

Administrative Pre-Review for New Studies

All new study submissions will now be administratively pre-reviewed for consistency and completeness prior to IRB review. The pre-review will be completed within 48 hours of receipt of a new submission and serves to streamline the IRB review process.

CVs and CITI Training added to IRBANA

All active research team members now have their CVs and CITI training dates uploaded to their account profiles in IRBANA. These documents no longer need to be included with new submissions unless there have been revisions, updates, or renewals.

IRBANA Reminder: Please “Contact Staff”

Please click “Contact Staff” and select the group “IRB Office Staff” when submitting an action item (i.e. new study, amendment, continuing review, or adverse event) in IRBANA to ensure prompt review by the IRB Office.