

# WOU IRB Information & Updates

Summer 2018

Prepared for Faculty Senate  
Meeting – 07.10.2018



Western Oregon  
UNIVERSITY



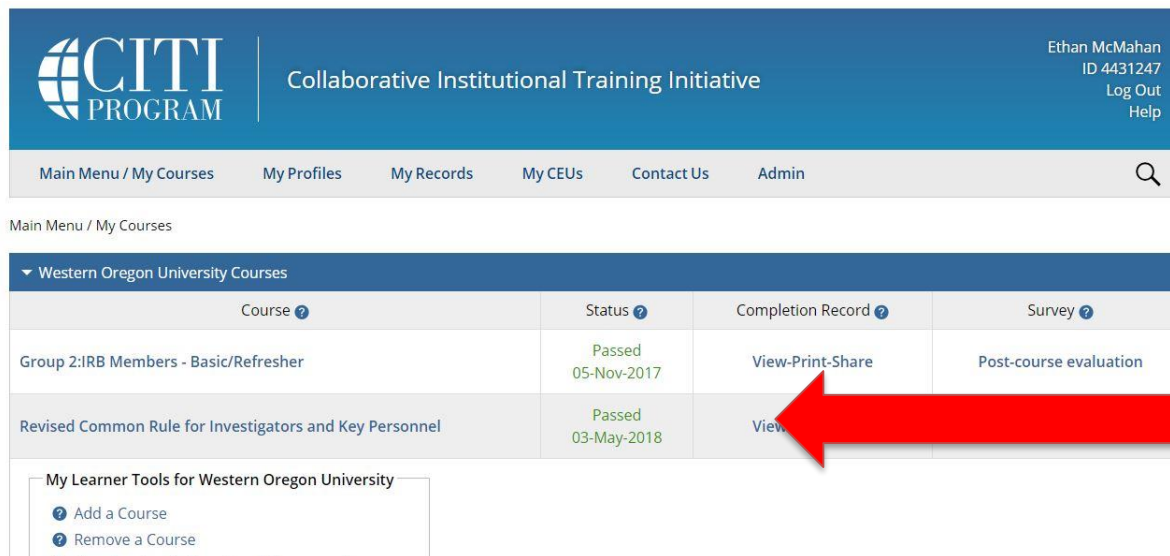
# Overview

- Revised Common Rule Status Update
- New WOU IRB Website
- Update to WOU IRB Policies and Procedures
- New IRB Application/Document Submission System/Process
  
- Fall Informational Meetings



## Revised Common Rule Status Update

- Updates to the Common Rule (i.e., the federal regulations on research with human subjects)
- Original Compliance Date – 01.19.2018 (delayed)
- Limited Compliance Date – 07.19.2018
  - Revised definition of “research”
  - Elimination of continuing review requirement for minimal risk research
  - Elimination of requirement for IRB review of grant applications
- General Compliance Date – 01.21.2019
  - All revised regulations in effect, with the exception of those pertaining to cooperative research
- Final Compliance Date – 01.20.2020
  - Revision to cooperative research regulations
- CITI Revised Common Rule Training Module
  - Available WOU CITI Dashboard



The screenshot displays the CITI Program dashboard for user Ethan McMahan (ID 4431247). The dashboard includes a navigation menu with options like 'Main Menu / My Courses', 'My Profiles', 'My Records', 'My CEUs', 'Contact Us', and 'Admin'. Below the menu, there is a section for 'Western Oregon University Courses' with a table of course completion records. A red arrow points to the record for the 'Revised Common Rule for Investigators and Key Personnel' course, which was passed on 03-May-2018.

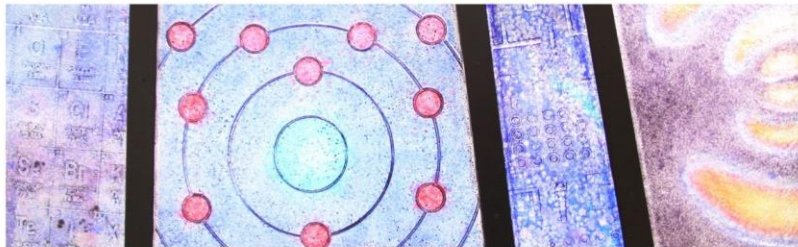
Course	Status	Completion Record	Survey
Group 2:IRB Members - Basic/Refresher	Passed 05-Nov-2017	View-Print-Share	Post-course evaluation
Revised Common Rule for Investigators and Key Personnel	Passed 03-May-2018	View	

My Learner Tools for Western Oregon University

- Add a Course
- Remove a Course

# New WOU IRB Website

- Live and accessible, but still under construction
- Accessible via WOU webpage – Fall 2018
- [www.wou.edu/irb](http://www.wou.edu/irb)



## INSTITUTIONAL REVIEW BOARD

WESTERN OREGON UNIVERSITY

[IRB HOME](#) [GENERAL INFORMATION](#) [PREPARING SUBMISSIONS](#) [FORMS, GUIDANCE, & OTHER RESOURCES](#) [IRB MEMBER INFORMATION & MEETING DATES](#) [FAQS](#)

**ANNOUNCEMENTS** | JUNE 19, 2016 | HHS AND 16 OTHER FEDERAL DEPARTMENTS AND AGENCIES ISSUE A FINAL RULE TO DELAY FOR AN ADDITIONAL 6 MONTHS THE

SEARCH

### IRB Home

#### What is the Institutional Review Board (IRB)?

The WOU IRB is a group of WOU faculty, staff, and community members charged with providing oversight for all human subjects research conducted in association with WOU. The purpose of IRB oversight of research is to assure the protection of the research participants, the researcher, and the university. The research community has a responsibility to ensure that the treatment of human participants in research meets the highest ethical standard.

All faculty and staff must submit for IRB review any research project involving human subjects. IRB

SUBMIT TO THE WOU IRB!

Click here to Submit

Powered by Submittable

All applications, requests, and reporting to the WOU IRB are provided by clicking above.



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NEED HUMAN SUBJECTS RESEARCH TRAINING?

Click below to start CITI Training!



# Updated/New WOU IRB Policies & Procedures

- The WOU IRB will remain in compliance with all federal regulations and revisions to said regulations
  - Consistent with provided timelines/compliance dates
- New Forms
  - Cooperative Research
    - Individual Investigator Agreement
    - IRB Authorization Agreements
- New Policies
  - Non-WOU Affiliated Investigators
  - Collaborative Research
  - Continuing Review
  - Etc.

The screenshot shows the WOU Institutional Review Board website. The header includes the title "INSTITUTIONAL REVIEW BOARD" and "WESTERN OREGON UNIVERSITY". A navigation menu at the top has several items: "IRB HOME", "GENERAL INFORMATION", "PREPARING SUBMISSIONS", and "FORMS, GUIDANCE, & OTHER RESOURCES". A red arrow points to the "FORMS, GUIDANCE, & OTHER RESOURCES" menu item. Below the navigation, there is a "SUBMIT TO THE WOU IRB!" button and a "Click here to Submit" button. The main content area is titled "Forms, Guidance, & Other Resources" and lists several links: "IRB Application Form (for reference only)", "IRB Authorization Agreement (IAA) Forms", and "Individual Investigator Agreement (IIA) Form". A red arrow points to the "IRB Application Form" link. Below this, there is a section for "WOU IRB Policies and Procedures" with links to "WOU IRB Policies and Procedures Manual", "WOU IRB Policy Documents and Summaries", and "Faculty Oversight of Student Research". A red arrow points to the "WOU IRB Policy Documents and Summaries" link. On the right side, there is a "CITI PROGRAM" logo and a "NEED HUMAN SUBJECTS' RESEARCH TRAINING?" section with a "Click below to start CITI Training!" link. At the bottom right, the email address "Email: irb@mail.wou.edu" is displayed.

# New Application/Document Management System (Fall 2018)

- IRB applications and most forms and documents to be submitted and managed via Submittable
- Pdf applications will no longer be accepted
- Paper applications submitted via campus mail are no longer accepted

The screenshot displays the Western Oregon University (WOU) IRB application system interface. The top navigation bar includes the WOU logo and the text "Western Oregon University". The main content area is divided into several sections:

- Left Sidebar:** A vertical menu with red buttons for "IRB Application - New Submission", "Modification Request for an Approved Project", "Renewal Request for an Approved Project", and "Incident Report Form".
- Main Content Area:** A form titled "IRB Application" with the following fields:
  - Project Title \***: "Amazing Study"
  - Principle Investigator 1 - Full Name \***: "Amazing Researcher"
  - Is there, or will there be, extramural funding that directly supports the research? \***: Radio buttons for "Yes" and "No".
  - Is there an additional Principal Investigator? \***: Radio buttons for "Yes - This project includes a co-investigator" and "No - No co-investigator".
  - Are you a student, WOU faculty, or visitor? \***: Radio buttons for "Student" and "Faculty/Visitor".
- Bottom Section:** A section titled "Investigator's Assurances" with a text area for the user to confirm their understanding of the university's policy on research involving human participants.

At the bottom of the page, there is a notification banner with a background image of a sunset over a landscape. The banner contains the following text: "Unread [Western Oregon University Institutional Review Board] Your application has been received - Dear Ethan, Thank you for sending your application to Western Oregon University. Moodle Support Specialist Introduction - Hi Ethan, I would just need to get copies of your quizzes, so I can make sure I place the correct question goes with right quiz. Bes... CITI training under WOU - Hi Emilv, I am afraid that there is no way that this individual could complete CITI training for free, as a WOU affiliate. Also, if you are planning on in... responsible for submitting all necessary documentation for their proposed project. Any questions should be directed to the IRB at irb@mail.wou.edu. Select up to 15 files to attach. You have attached 2 files (2.29 MB). You may add up to 13 more."

## More Information?

- Questions/requests should be directed to IRB Members
  - Current list of IRB members available at:  
<http://www.wou.edu/irb/mminfo/>
- Please feel free to contact the Chair of the WOU IRB with any remaining questions:
  - [irb@mail.wou.edu](mailto:irb@mail.wou.edu) or [mcmahane@mail.wou.edu](mailto:mcmahane@mail.wou.edu)
- Upcoming Informational Meetings (Fall 2018)
  - Faculty Week
  - Ongoing and as needed during Fall term