
DEPARTMENTAL MEMORANDUM

TO: UNMC, TNMC, UNO AND CH&MC INVESTIGATORS,
COORDINATORS AND DEPARTMENT CHAIRS

FROM: BRUCE GORDON, MD-EXECUTIVE CHAIR, IRB

SUBJECT: NEW IRB ONLINE APPLICATION

DATE: 11/17/2011

The IRB is very excited to announce that on January 16, 2012, we will launch our new online electronic application submission system. This system was created through a close collaboration between the staff in the Office of Regulatory Affairs (ORA) and the UNMC IT Department who spent many months diligently developing the system. We are confident that this new user-friendly system will help streamline the application process by making it easier for investigators to complete and submit their protocols.

It is important to note that as of January 16, 2012, the ORA will no longer accept any new initial IRB applications in paper format.

Full board applications that were submitted prior to January 16, 2012 will remain in paper format for the life of the study. Conversion of those full board applications from paper to the electronic format will not be necessary for the foreseeable future.

Expedited applications that were submitted prior to January 16, 2012 will remain in paper format until Continuing Review, at which time they must be converted to the electronic application.

Exempt applications that were submitted prior to January 16, 2012 will remain in paper format until the end of their approval period, at which time they must be converted to the electronic application.

The IRB is in the process of planning a series of training sessions to begin after January 4, 2012. All investigators and other research personnel are strongly encouraged to attend at least one of these two hour sessions. While the new electronic system is “user-friendly”, there is, nevertheless, an inevitable period of user adaptation. Therefore, familiarity with the new system will enhance the ease and efficiency of submissions to the IRB.

We believe that the new electronic application will help ensure that the IRB receives the information necessary for its review which, in turn, should help facilitate and potentially accelerate the entire submission, review and approval process. Further, it is the first step in a multi-year plan to create a paperless submission and review process. More information from the ORA will be forthcoming, including the schedule of the training sessions.