IRBIS changes, effective 6:00 PM, January 28, 2019

IRBIS System Update:

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Administrative Review Certification Reminders
Principal Investigators and Faculty Advisors will now receive certification reminders for Administrative Review (AR) submissions. An initial notice is sent when the AR submission is submitted, and a reminder is sent ever day beginning on the fifth day. The PI and FA will receive the notices.

Administrative Review Certification Reminders History
The AR Certification reminders are now displayed in the Submission History > View History. This captures when each reminder is sent and to which address:
Administrative Review Stipulation, Researcher View

Users respond to stipulations using a single text box, like the current NSI process. Once the stip response has been entered, they click Save Response. They then have the option to edit any AR details and Resubmit the AR for re-review.
Once resubmitted, it will be displayed with that status on the log.

The Analyst assigned to an individual submission is now displayed on the researcher view:

This information will include your name, email, and telephone number (if available). We plan to update this to include only a generic IRB Admin name and direct questions to IRB_Questions@unc.edu shortly for Analysts that are no longer active. Note that the stipulation authors will remain anonymized to ‘IRB Admin’.

**NSI Reminders**

PI/FA Certification reminders will now be sent both at initial NSI submission and upon stipulation resubmission to the PI and FA daily beginning at five days after initial request.

**Rely On Collaborative IRB Application Revisions**

The Rely On Collaborative IRB initial application type has been revised to match that of the Rely-On Institutional IRB initial application. This removed several questions that were not necessary to review.

The Collaborative IRB, Carolinas Collaborative, is now included by default and the Name of the Reviewing IRB has been converted to a limited drop down list as only four institutions are able to review these projects.
Admin Only Feature Updates:

Administrative Review Stipulations & Macros

The AR submissions now have the ability to add stipulations and AR specific stip Macros. The Marcos are set via General Management > Manage Macros:

The AR stipulations operate in the same way that the NSI stipulations do. There is a single stipulation box, but multiple points can be added as needed.
These are sent via the usual letter template process when Minor Stipulations is selected as the Review Result. Currently, no additional stipulation reminder notices are sent.

**Administrative Review Stipulations Response and View Revisions**

When an AR stipulation response is returned to IRB review, the stipulations and responses are displayed in the usual format. The stips can be marked as Resolved, Withdrawn, or Resent. Revisions made to the AR submission can be viewed via the View Revisions change log.
Administrative Review Automatic Acknowledgement

The AR submissions now have the ability to automatically finalize the submission if the following criteria are met:

- All COIs have been completed with No Conflict as the COI Review Result.
- In the Progress Report section, B+D must be less than A.
- Progress Report question F. (Consent Short Form) is answered as No.

If all these criteria are met, the AR submission will automatically receive and Acknowledged letter upon completion of all PI/FA certifications.

Rely-On Collaborative Update

For studies that indicate they will rely on a Collaborative IRB, they Rely- INST submission tag will be displayed.
Ability to Assign Analysts

From the ‘Submission Waiting Not Full Board Review – All’ admin bucket, Analysts can now be assigned directly from the All screen.

This function requires a special permission which is set from General Management > Manage User Access > * > Assign Analyst On Bucket List.
Email Max Length, CC update

The cc field has been updated to accommodate an unlimited number of emails/characters. This was previously limited to 2,000 characters which was causing an issue for some multisite projects.