

## E-IRB Feature Highlight: Approval Letter Details

Based on feedback acquired from investigators and Office of Research Integrity (ORI) staff during the design phase of the E-IRB system, an **“Approval Letter Details”** feature was built into the ***Additional Information/Materials*** section of the E-IRB application.

ADDITIONAL INFORMATION/MATERIALS


Do you want specific information inserted into your approval letter? ☒ Yes ☐ No

Approval Letter Details (e.g., serial #):

Submission Description: If you wish to have specific details included in your approval letter (e.g., serial #, internal tracking identifier, etc... approval letters, identical to how you typed it, until it is changed by you (Hint: don't include instructions or questions to ORI staff as those modifications to the application, you are responsible for updating the content of the field below accordingly.

put this at top of letter please

This feature **allows the researcher to write specific verbiage for the system to automatically add to the IRB approval letter** for Initial Review, Continuation Review, and Modification Requests, negating the step of involving ORI staff to perform this task on behalf of the researcher.

 University of Kentucky | Office of Research Integrity  
IRB, RDRC

Initial Review

Approval Ends: 8/1/2019 IRB Number: 42698

put this at top of letter please

TO: Judi Kuhl,  
Office of Research Integrity  
PI phone #: 8592579764  
PI email: Judi.Kuhl@uky.edu

FROM: Chairperson/Vice Chairperson  
Medical Institutional Review Board (IRB)

SUBJECT: Approval of Protocol  
DATE: 8/10/2018

On 8/2/2018, the Medical Institutional Review Board approved your protocol entitled:

Note that **if different verbiage is needed** as a result of revisions, Continuation Review, or a Modification Request, the researcher is responsible for **returning to the Additional Information/Materials section and updating the contents** of the text field accordingly.

MR IRB2 MEDXP Approval Period: 8/2/2018 - 8/1/2019 Status: Active

LINKS

ADDITIONAL INFORMATION/MATERIALS

Do you want specific information inserted into your approval letter? ☒ Yes ☐ No

Approval Letter Details (e.g., serial #):

Submission Description: If you wish to have specific details included in your approval letter (e.g., serial #, internal tracking approval letters, identical to how you typed it, until it is changed by you (Hint: don't include instructions or questions to ORI staff as those will appear in your letter).

Change what is put this at top of letter please

IN SECTIONS

type

ed Categories

A similar feature for “Other Reviews” (Protocol Violations, Deviation/Exceptions, Unanticipated Problem/Safety Reports) is also available in the web form generated when you initiate a submission. Specific verbiage can be inserted for each submission, if desired.

e.g., Protocol Violations and Deviation/Exception requests

**Optional**

If you need special reference numbers or event description on the IRB approval letter, type it in the box "Site Adverse Event #" exactly as you want it to appear in the letter (no instructions -- what you write will automatically merge into the letter).

Site Adverse Event #:

i.e., Unanticipated Problem involving Subjects or Others Report

[Optional] If you wish to have specific details included in your Other Review acknowledgment letter (e.g., serial #, internal tracking identifier, etc...), type in the box below exactly what you wish to see on the letter. What you type will automatically appear at the top of your Other Review acknowledgment letter, identical to how you typed it (Hint: don't include instructions or questions to ORI staff as those will appear in your letter).