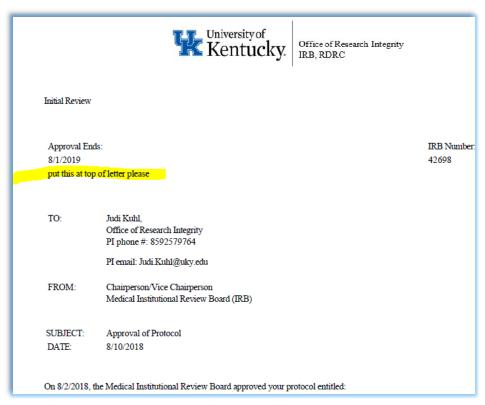
E-IRB Feature Highlight: Approval Letter Details

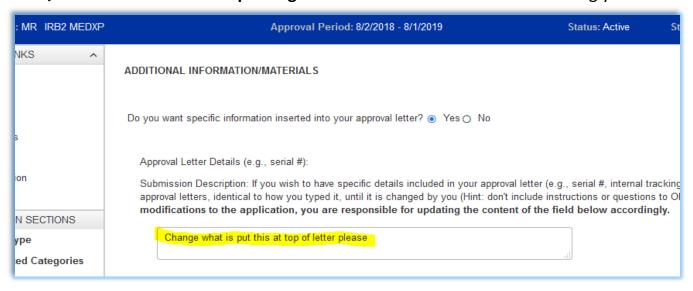
Based on feedback acquired from investigators and Office of Research Integrity (ORI) staff during the design phase of the E-IRB system, an "Approval Letter Details" feature was built into the Additional Information/Materials section of the E-IRB application.



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.



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.



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).	
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