From:	IRB Office
To:	cuhs-irb@LISTS.CUMC.COLUMBIA.EDU
Subject:	Human Research Protection Office - Process Updates
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In an effort to continue improving our processes and increasing efficiency, the Human Research Protection Office (HRPO) is implementing the following procedural changes, effective immediately:

Document Stamping:
In late 2012, the Rascal team was able to create an electronic stamping feature for study-related documents that require an IRB approval stamp. This feature has been improved over the year, whereby these documents can be marked by HRPO staff to be stamped upon approval. This feature requires that the documents which require an IRB approval stamp are attached in Rascal in a PDF format. To facilitate the use of this feature, HRPO staff members have been converting non-PDF documents and attaching them. This process creates delays in reviews and in generation of communications to researchers; therefore, effective immediately, conversion by HRPO staff members will be discontinued. If a document is submitted that requires an approval stamp and it is not in a PDF format, the submission will be returned with a request that the document be reattached in the appropriate format and the complete event resubmitted. Please follow the instructions on found on our website when updating your submissions going forward: **http://cait.cumc.columbia.edu/dept/irb/documents/Attachmentguidanceforlistserv82714.pdf.**

Required withdrawal of new protocols that are returned for more than 60 days:
In September 2009, the HRPO instituted a policy that required withdrawal of new studies that were not promptly resubmitted after having been returned to the researchers by the IRB. This applied when 90 days had elapsed from the time the IRB correspondence was issued that explained the return and articulated the IRB requests. Effective immediately, this interval is being revised from 90 days to **60 days**. Studies that have been returned for more than 60 days will need to be withdrawn, a new protocol will have to be submitted, and the review process will start over. Prior to being withdrawn, the protocol can be copied through use of the Rascal 'Copy Protocol' function.

More information can be found at the HRPO's Policy & Guidance Page:
http://www.cumc.columbia.edu/dept/irb/policies/index.html.

The HRPO is committed to providing the best service possible to our research community. Together, we can further enhance the ethical conduct of research through a more efficient process.

Thank you,

Human Research Protection Office
Columbia University

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Institutional Review Boards