

Monthly updates from the Human Research Protections Office

New Educational Resources

Below are new documents that have been uploaded to our website. Click on the blue document image to view on our website.



Comprehensive Informed Consent Guidance Document

The informed consent process requires ongoing information exchange beyond just obtaining signatures. See our detailed guidance for essential information on consent documentation, signatures procedures and special population considerations.



Single IRB Review Reliance Agreement Overview

A reliance agreement allows one IRB (IRB of Record) to review research for multiple sites, reducing duplicate oversight. Several factors determine what IRB will serve as the IRB of Record. Click on document for overview.



IRB Submission Guideline for Human Sample Genetic Testing

See detailed guidance for specific requirements on sample handling, analysis methods and participant protections.

Reminder!

THIS Friday,
January 17
12-1 PM
LIVE Webinar

Future-Forward: Navigating Artificial Intelligence (AI) Ethics in Research

Join us for the
LIVE! webinar
Friday, January 17, 2025
12-1 PM



Dr. Jessica Vitak



Dr. Benjamin Silverman

Webinar Details

Microsoft Teams
Meeting ID:
279 407 086 075

Passcode: TX3mA2qM

The Review

Hello Hilary Hedrick
your last login was
12-02-2024 14:11

Study Assistant

Featured Study Operations

Resources in PRIS3M

Looking for helpful resources in PRIS3M? Just click the **Help** button (indicated by green arrow in screenshot). We've compiled a comprehensive collection of materials to help your submission go smoothly, including editable informed consent templates in Word format and detailed user guides for navigating the software. Our office regularly updates all these resources, so you can be confident you're always working with the most current versions.

IRIS: Application Context Help - Google Chrome

carilionclinic.imedris.net/32940281/System_Help_Win.jsp?s=101010101&action=helpwindow

Help Tutorial My Profile Log out

Print Close

1. Carilion IRB Website

- Carilion IRB Website (Link)

2. Getting Started

- FAQs: PRIS3M Frequently Asked Questions v12.15.20
- QUICK GUIDE: Is it Quality or Research?
- QUICK START: New Researcher: Where do I start? (IRB Process Overview)
- USER GUIDE: Getting Access to PRIS3M Updated 10.27.22
- USER GUIDE: Getting Started/ Navigating the Study Assistant Updated 11.22

3. Investigator Guidance Documents

- INVESTIGATOR GUIDANCE: HRP-800 INVESTIGATOR OBLIGATIONS
- INVESTIGATOR GUIDANCE: HRP-802 Informed Consent Process
- INVESTIGATOR GUIDANCE: HRP-803 Written Documentation of Consent
- INVESTIGATOR GUIDANCE: HRP-804 EConsent
- INVESTIGATOR GUIDANCE: QA_QI_Research

4. USER GUIDES

- USER GUIDE: For IRB Members Updated 8.1.22
- USER GUIDE: How to Submit a Change Update Form Updated 11.12.22
- USER GUIDE: How to Submit a CR or Annual, PRI, Conclusion Updated 11.4.22
- USER GUIDE: How to Submit a New Application Updated 11.1.22
- USER GUIDE: PI Sign off Updated 11.4.22
- USER GUIDE: Department Chair (or Designee) Signoff Updated 12.7.22
- USER GUIDE: Submission Correction or Submission Response Updated 11.1.22
- USER GUIDE: How to respond to a Study Signoff Denial Updated 11.7.22

5. Full Board Meeting Submission Schedule

- MEETING SCHEDULE: 2024-2025 Full Board Submission Deadlines (Updated 10/24)

6. Informed Consent Templates

- CONSENT TEMPLATE: Biomedical v. 12.30.22
- CONSENT TEMPLATE: Biorepository v.01.24.23
- CONSENT TEMPLATE: Social Behavioral Research v.1.24.23
- CONSENT TEMPLATE: International Research v1.27.23
- CONSENT TEMPLATE: Research Subject Information Sheet Template v1.24.23
- CONSENT TEMPLATE: Sample Assent Form for Children
- CONSENT TEMPLATE: Short Consent Form - Arabic
- CONSENT TEMPLATE: Short Consent Form - Children Spanish
- CONSENT TEMPLATE: Short Consent Form - English
- CONSENT TEMPLATE: Short Consent Form - Spanish
- TEMPLATE: Concise Summary Examples

7. Research Conduct Support documents

- CHECKLIST: Consent Form Elements Sample
- CHECKLIST: Informed Consent compliance
- CHECKLIST: Investigator Study Documentation Self-Assessment
- CHECKLIST: Researcher Documents Organization 2023
- REVIEW FEES: Review Fee Schedule: Effective June 1, 2023
- TEMPLATE: Consent Process Checklist for Research
- TEMPLATE: Eligibility Checklist

8. Contact Us

- IRB Contact Information (Link)
- PRISM Help Request (Redcap Link)

Date Received

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We're
Hiring!

Join Our Team: **IRB Regulatory Affairs Administrator**
Position Now Open

As our office continues to grow, we're creating an additional IRB Regulatory Affairs Administrator position. This role will be instrumental in evaluating study submissions, ensuring regulatory compliance, and providing guidance to investigators and research teams. Interested candidates can click [here](#) to apply!

Don't forget to visit and bookmark our Learning Channel. Click on the YouTube icon below.

YouTube

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ETHICS & EDUCATION MANAGER

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