CARILION CLINIC IRB Review

June 2025
Volume 1, Issue 21

Monthly updates from the Human Research Protections Office

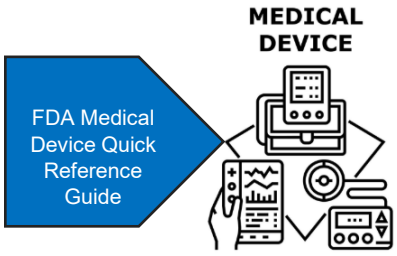
Notice about Certificate of Confidentiality

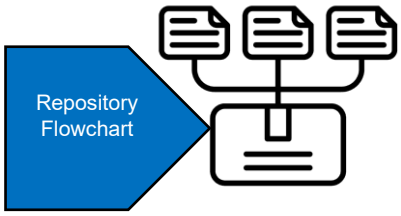
NIH is currently undergoing a renewal of the Paperwork Reduction Act (PRA) approval for the NIH Certificate of Confidentiality (CoC) system. NIH will not be accepting requests to the CoC system or Institutional Official verifications for non-NIH funded research during this time. There will be an update on CoCs for Research Not Funded by NIH page by July 2025. **Note that the CoCs for NIH-funded studies (i.e., deemed issued CoCs) and previously granted CoCs are not affected.** Source

New Additions to Website

1. Quick Reference Guides

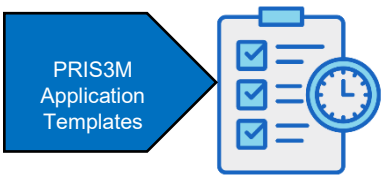
Quick reference guides have been created and uploaded to our website to serve as a time-saving tool to highlight key information. These guides are supplemental to Standard Operating Guidelines (SOG) but are designed for busy researchers to have immediate access to essential information for their project. Click on the icons below to view our two new guides. Please contact Hilary Hedrick at hhhedrick@carilionclinic.org for specific request for additional quick reference guides that will benefit the Carilion Clinic research community.





2. Application Templates

PRIS3M IRB application templates are now available on our website to help streamline the approval process. These five application templates will help to prepare submissions for common study types. Each template displays branching options for what will need to be included for protocols, risk assessment, consent procedures, and data management plans. Research teams can access these templates on our website to assist with preparation time and minimize revisions.



3. Training Video: How to Respond to Stipulations

A training video has been created to show how to respond to IRB requests for corrections, or stipulations. The example shown in the video explains how to submit revisions to a change/update form. Access the video on our website or YouTube channel.

July PRIS3M Class

Researchers can learn the basics of navigating PRIS3M and beginning a study submission application. The first 30 minutes will be led by Hilary to take you through an overview of PRIS3M. The remaining 30 minutes will be dedicated to questions and addressing specific needs from attendees. You must register to attend.

Register here for **Wednesday, July 9, 2025 from 12-1 PM.** You will need to use your Carilion Active Directory credentials to register for class.

Resources Center

PRIS3M Application Reminders:

- **CITI training requirement:** Your past CITI trainings from other institutions can be linked to your Carilion Clinic account. If you have completed CITI trainings in the past, please email irb@carilionclinic.org to ask about linking your previous account to Carilion Clinic.
- **Submission Corrections/Stipulations**: Submission corrections serve a critical function in the approval process for your study. PRIS3M will send the PI and study contact(s) an email notification every 15 days to remind the study team that there are pending stipulations that need to be addressed.

Human Research Protections Office Personalized Services

Contact our office at irb@carilionclinic.org for the following:

- New to IRB study submission
- Consultations for studies
- Specific study questions
- In-service/training request
- Guided help for PRISM
- Assistance with IRB regulatory requirements
- General questions

☆We tailor our support to each researcher's schedule and expertise level, ensuring they receive exactly the assistance they need.