

September 2009 HSPO Update

IRB Submission Deadline Revised

Beginning with the IRB meetings for October 2009, new research proposals that require convened board review will be reviewed on a first-come, first-served basis. The first 10 new submissions received by a specific meeting deadline will be reviewed at that meeting, provided the submission is complete and ready for IRB review. The agenda will close when the 10-protocol limit is reached and any remaining submissions received will be applied to the following meeting deadline. This change is being made to even out the volume of submissions arriving in the Human Subjects Protection Office at any given time, in order to allow more efficiency in accomplishing the pre-review requirements and preparations for each IRB meeting.

Workshops Available

IRB eSubmission Workshop

Workshops are underway to help staff learn to use the *online* IRB eSubmission Tool for new research proposals and for modifications to a study originally submitted via 'eSubmission'. Each one-hour workshop includes an overview of the IRB eSubmission process, a hands-on practice session, user tips and clarifications about when to use IRB eSubmission versus the IRB Drop Box*. Various workshops are scheduled now through December, including the sessions below. Pre-registration is required, and a Penn State ID is needed for the practice activity. See [Educational Resources](#) on the web for additional dates, or to register.

12:00 – 1:00 p.m. sessions

Wed., Sept. 2
Tue., Sept. 8
Wed., Sept. 16
Thur., Sept. 24
Tue., Sept. 29
Thur., Oct. 1
Tue., Oct. 20

11:00 a.m. – 12:00 p.m. sessions

Mon., Oct. 5
Thur., Oct. 15
Thur., Oct. 29

Note: *This workshop differs from the IRB Drop Box training; individuals who found that session helpful should plan to attend an IRB eSubmission Workshop.

IRB Process Overview for Researchers

This is a small group workshop to familiarize researchers and coordinators with the IRB review requirements, submission process, requirements for ongoing research, and key responsibilities for investigators. (This session was previously conducted as an orientation for researchers and coordinators.) Pre-registration is required to ensure sufficient seating and materials are available.

Workshop: **Wednesday, September 30, 2009, 12:00-1:30 p.m.** See the [flyer](#) for details.

Please contact the HSPO at (717) 531-5687 if you have any questions or concerns. Thank you.