

September 1, 2016

IRB Announcement – Suggested Methods for Using Version Date and Version Number

Fields for version date and version number have been added to some of the commonly used Office of Human Research (OHR) forms (e.g. OHR-1, 2, 9, 12). When completing a form for a submission, the version date and/or number can be used to keep track of the different versions of the form. You may use the version date or the version number or both.

The following are some suggested methods:

If you use the version date, the date should be changed with each significant version of the form. Please see the following example:

On the first version you submit to the IRB	Version Date: 01/01/2016
The IRB requests changes and you revise the form	Version Date: 01/07/2016
You update the form or complete a new version of the same form for the next submission	Version Date: 03/01/2016

The process is similar if you use the version number. Please note that for minor changes the second number increases by one. For major changes the first number increases by one and the second number goes back to zero.

On the first version you submit to the IRB	Version Number: 1.0
The IRB requests changes and you revise the form	Version Number: 1.1
You update the form or complete a new version of the same form for the next submission	Version Number: 2.0

There are also ways to use both the version date and the version number together. For example, you could assign a version date (for example the submission date) to all the forms for a submission. For that submission, the version date would remain the same on each form. Each form for that submission would also have a version number which would be changed for minor revisions (e.g. 1.0, 1.1, 1.2). This would allow you to use the version date to identify all the forms belonging to one submission, but still use the changing version numbers to keep track of the versions of each form. Please see the example below:

On the first version you submit to the IRB	Version Date: 01/01/2016	Version Number: 1.0
The IRB requests changes and you revise the form	Version Date: 01/01/2016	Version Number: 1.1

You update the form or complete a new version of the same form for the next submission	Version Date: 03/01/2016	Version Number: 2.0
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Please note that there is a version date for OHR use on most forms as well (e.g. Version Date – FOR OHR USE: 9/1/16). This is the version date that OHR gives our forms. Please do not modify this date.

Thank you,

The Office of Human Research

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