

December 28, 2016

IRB Announcement – Elimination of OHR-12C

All—

After due consideration, OHR has decided that removal of study personnel will no longer be considered an amendment, and the OHR-12C will no longer be required. As of today, removal of personnel should be handled by study team in the following manner:

- Enter JeffTrial study record and click on the Main>Staff tab
- In Staff tab, click Update button, then click Edit link for the appropriate personnel
- In personnel dialogue box, enter Stop Date and click Submit button
- At the time of continuing review or final report, include list of all personnel removed over past year with stop dates

This process must be followed in a timely manner so that staff list is always current in JeffTrial.

Note that if the removal of personnel is tied to the addition of personnel, e.g., the replacement of the principal investigator, an OHR-12B must be submitted for the addition of the new personnel.

We hope that this new process will save substantial time and effort on the part of researchers and provide real-time information to JeffTrial users regarding stop dates of research personnel. The OHR-9 will be revised and posted shortly to effectively gather this information.

Thanks

Kyle