

March 13, 2023

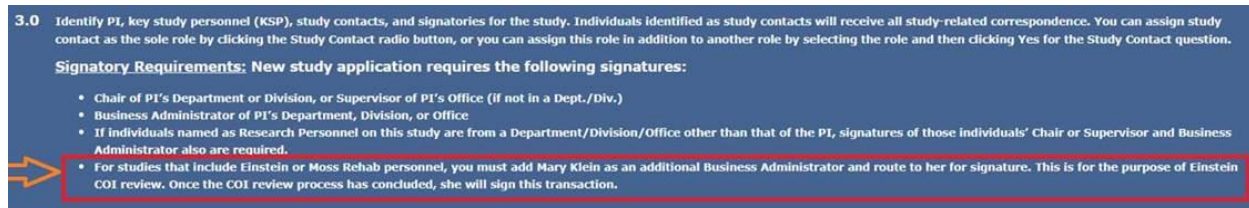
Greetings Einstein research community—

As you may know, the Einstein conflict of interest process is overseen by Mary Klein, Director of Office of Research and Technology Development (ORTD) and Senior Director of Operations for Jefferson Clinical Research Institute (JCRI). So that Mary can continue to receive COI disclosures from Einstein personnel involved in human research and send to the Einstein COI committee for review where necessary, we have added the requirement for her to be added as a signatory official to pertinent Einstein-related research transactions submitted in iRIS.

This requirement pertains to the following IRB transactions that involve Einstein research personnel:

- New study application
- Continuing review
- Request for addition of personnel
- Annual check-in for exempt, no further continuing review, and studies under external IRB
- Final report

Instructions have been embedded in these applications to remind you of this requirement. Here is an example from new study application:



3.0 Identify PI, key study personnel (KSP), study contacts, and signatories for the study. Individuals identified as study contacts will receive all study-related correspondence. You can assign study contact as the sole role by clicking the Study Contact radio button, or you can assign this role in addition to another role by selecting the role and then clicking Yes for the Study Contact question.

Signatory Requirements: New study application requires the following signatures:

- Chair of PI's Department or Division, or Supervisor of PI's Office (if not in a Dept./Div.)
- Business Administrator of PI's Department, Division, or Office
- If individuals named as Research Personnel on this study are from a Department/Division/Office other than that of the PI, signatures of those individuals' Chair or Supervisor and Business Administrator also are required.
- For studies that include Einstein or Moss Rehab personnel, you must add Mary Klein as an additional Business Administrator and route to her for signature. This is for the purpose of Einstein COI review. Once the COI review process has concluded, she will sign this transaction.

Once you have assigned Mary as a signatory official, she will receive an email notification which will activate the COI review process for Einstein research personnel for the specific transaction. Once this process is complete, she will electronically sign the application. **Note that the transaction cannot proceed to IRB review until Mary has electronically signed it.**

For questions about the Einstein COI review process, please contact Mary at 215-503-4883 or mary.klein2@jefferson.edu.

Thanks.

Kyle

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The go-live of Jefferson's new iRIS Platform was a success!

To learn more visit: [iRIS Access & Resources](#)