Institutional Review Board  
McGiffert Hall, 2nd Floor  
5751 S. Woodlawn Avenue  
Chicago, Illinois 60637

17 September 2009

To whom it may concern,

Due to the conversion into the electronic submission system (IRBWise), investigators should be aware that numbering of amendment submissions following conversion will restart at amendment #1. When existing studies are entered into the IRBWise system and approved, the next amendment to be submitted on that study will be numbered amendment #1, regardless of previous amendments to that protocol. Subsequent amendments will continue numerically (#2, #3, etc.). Consequently, studies that were previously approved on paper and had one or more amendments approved on paper will now have duplicate amendment numbers for one or more amendments.

We apologize for any inconvenience this may cause. Note that a description of the amendment will continue to appear in the amendment approval letter, which may aid in distinguishing one amendment from another.

Please share this letter with pharmaceutical sponsors and any other interested parties, as applicable.

If you have any questions about this numbering, please contact me or the Director of the IRB, Millie Maleckar, at 773-702-1472 or mmalecka@bsd.uchicago.edu.

Sincerely,

Nell Thompson, CIP  
Associate Director of IRB Operations  
BSD/UCH Institutional Review Board  
Office of Clinical Research  
773-834-7674  
methomps@bsd.uchicago.edu