



The University of Chicago

The Division of Biological Sciences • The Pritzker School of Medicine
The University of Chicago Medical Center

Institutional Review Board

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

June 25, 2013

To whom it may concern,

Previously, the practice of the IRB office was to approve continuing reviews that received full review and recommendation for approval at a convened IRB meeting with an approval date of one day after the meeting. This practice was adopted due to the limitations of previous document management system(s). With the transition from one electronic submission system (IRBwise) to another (AURA-IRB), this practice was changed. Effective January 1, 2013, continuing reviews and amendments that were approved by the convened IRB at an IRB meeting received an approval date matching the day of the meeting.

However, it has been noted since this practice was implemented that approval letters are not always issued the day of the meeting. The date of approval on a document that is stamped with an approval date might therefore be a date prior to the stamped document being issued to the study team, leading to confusion over which document is approved on what date. Thus, to alleviate concerns that researchers may be using outdated versions of consent forms, the IRB office has revised its practice. Amendments and continuing reviews that are approved at a convened IRB meeting will receive an approval date of the date the approval letter is issued. Documents that are stamped with an approval date will also be stamped with the date the approval letter is issued.

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

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

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