HRPP Newsletter – November 2013
Human Research Protection Program at KUMC
http://www.kumc.edu/compliance/human-research-protection-program.html

Monthly publication of the Human Research Protection Program at KUMC to keep our investigators and research partners informed on HRPP news, policies, processes, and procedures.

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<tr>
<th>IRB Updates</th>
<th>(Institutional Review Board – Human Subjects Committee)</th>
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**Congratulations to Jennifer Pennington, Katie Kosfeld and Melanie Moffat!**
These three HSC staff members passed the CIP exam and are now Certified IRB Professionals.

**Welcome, Kyle Stephens!**
Kyle Stephens joined the HRPP team as assistant director on Tuesday, November 18. Kyle has extensive IRB experience from his position as senior IRB administrator at The University of Pennsylvania. He graduated from the University of Tennessee with a BS in psychology and attained a Master of Arts in psychology from Radford University in Virginia.

**Continuing Review**
With recent eCompliance system fixes, we believe the Continuing Review reminders are now issued at the correct intervals of 90, 60, 30, and 15 days prior to the expiration date of your studies. We also believe that the problem of multiple reminders has been fixed. If you notice that either of these issues reoccurs, please notify us. Just as a reminder, please remember to complete your Continuing Review Supplement, found at [http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/forms.html](http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/forms.html) and upload to eCompliance for Question 5 (required).

**Closing a Study**
There are instructions on closing a study at [http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/electronic-irb-submission.html](http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/electronic-irb-submission.html) Once you have logged in to your study and after you have selected Create Modification / CR, you will need to check the first four research milestones on Question 2. Those include:

- Study is permanently closed to enrollment
- All subjects have completed all study-related interventions
- Collection of private identifiable information is complete
- Analysis of private identifiable information is complete

**eCompliance Assistance with IRB**
Formerly called Drop in Sessions, you can sign up for one of our helpful technical assistance sessions through our website, [http://www.kumc.edu/compliance/human-research-protection-program.html](http://www.kumc.edu/compliance/human-research-protection-program.html) in the right panel.

Contact information: 588-1240 or humansubjects@kumc.edu
Reminder emails about incomplete Conflict of Interests FY14 Certifications are generated every Tuesday by the eCompliance system. These emails will continue until your certification moves from Draft to No Review Required or Supervisor Review status. Incomplete COI Certifications will hold up a study’s renewal and may cause the study to expire.

If you have questions about completing your COI, please see our informative website at http://www.kumc.edu/compliance/conflict-of-interest/reporting.html and be sure to check the User Guides. Don’t forget to check the box and click finish at the Assurance and Certification screen; otherwise your report will remain in draft status.

**COI for students listed on a study team**
All KUMC graduate student accounts are loaded into eCompliance. To activate an account for a KUMC student who is serving as a study team member, please contact us at coi@kumc.edu or 588-0940. This will include access to the system and appropriate studies, and creation of a COI certification for the student to complete upon e-mail notification from eCompliance.

Contact Information: 588-0940 or 588-1390 or coi@kumc.edu

**HIPAA Updates**
(Health Insurance Portability and Accountability Act of 1996)

Coming next month!

Contact Information: 588-0940

**General eCompliance Access**

**Name**
Please assure that your name is listed correctly in the KU Identity Management system and Directories. Name changes, misspelled names, and additional names can wreak havoc with your access to eCompliance.

**Password**
If you have both kumc.edu and ku.edu e-mail accounts, be sure that you are using two different passwords. Passwords on the two campuses must differ to log into eCompliance.

For access problems, please contact University Customer Support at 588-7995.