



# BUCK-I·RB NEWS

NEWSLETTER ABOUT THE INSTITUTIONAL REVIEW BOARDS AT OSU

## BACK TO SCHOOL EDITION

### Office of Responsible Research Practices (ORRP)

The Office of Responsible Research Practices is an administrative unit of the Office of Research. ORRP supports the University's animal, human, and biosafety research programs. ORRP staff assist faculty, staff, and students seeking committee approvals to conduct human subjects and animal research and support the operations of OSU's Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and Institutional Review Boards (IRB).

The office also provides education supporting human and animal subject protections and the responsible conduct of research. Some of these activities are described below.

#### IRB Training for Students

Students and other new research staff are encouraged to attend information sessions to learn about the IRB approval and exemption processes. Sessions are held quarterly. Training includes information about what types of studies can be considered exempt from IRB review, details about procedures and timelines for seeking approvals, and an opportunity to ask questions about specific projects.

##### Next Training Date:

**October 2, 2009**  
**1:30-2:30pm 20 Page Hall**

Registration: Co-sponsored by the Graduate School. Register at <http://www.gradsch.ohio-state.edu/EventRegistration/>.

#### IRB Forms Help

These sessions are targeted to faculty/students submitting an initial application to the IRB. Separate sessions are held for medical and non-medical research. Sessions are posted on the ORRP website at [Workshops/Seminars](#).

##### Next Training Date:

**October 21, 2009**  
**3-4pm 113 Research Foundation Building**

This session will target Biomedical or Cancer IRB forms, but it is open to all researchers.

#### ORRP Office Hours

ORRP holds office hours to help researchers who prepare IRB submissions and exemption requests. These individualized sessions are intended to help student and faculty researchers navigate IRB forms, policies, and review procedures.

**Behavioral/Social Science Office Hours:**  
**215A PAES Building**  
**1-4pm Wednesdays**

**Biomedical/Cancer Office Hours:**  
**2-4pm 635 Fry Hall**  
**Oct 7, Nov 4, and Dec 2, 2009; Jan 6, Feb 3, March 3, Apr 7, May 5, and June 2, 2010**

#### Protocol Lookup

Investigators and staff listed on IRB, IBC, and IACUC protocols can use Protocol Lookup to view protocol action history and training status for all individuals listed on a protocol – principal investigator, co-investigator, key personnel, or additional contact. An OSU username and password are required to log on.

Protocol Lookup is separate from the PI Profile link in the PI Portal and does not require pre-approval to view protocols on which you are named.

Protocol Lookup can be found on the ORRP website at [Protocol Lookup](#).

## Investigator Guide

The Investigator Guide can help researchers fulfill the various requirements for conducting human subjects research at OSU. Contents include determining when scholarly or scientific activities are research involving human subjects and explanations of the exempt, expedited, and convened review processes. Examples, resources, and helpful links are also included.

The Investigator Guide can be found under the Investigator Guidance link at [Investigator Guide](#).

## CITI Training Courses

All OSU investigators and key research personnel who participate in human subjects research, IRB members, and IRB staff must receive training in human subjects protection. The University has selected the Collaborative Institutional Training Initiative (CITI) web-based course to meet this requirement. Initial and continuing education are required.

Optional courses that can be used to supplement required training are also available. Free courses are offered in good clinical practices, HIPAA requirements, international research, and the responsible conduct of research.

All courses can be accessed directly on the CITI program site at [www.citiprogram.org](http://www.citiprogram.org). For more information and step-by-step instructions for accessing the courses, see the ORRP website under the Required Training link at [CITI](#).

## Protocol Courier Service

A courier service is available to researchers submitting review board materials for IRB, IACUC, and IBC review. Submissions may be dropped off at any of six campus locations between 8 am and 4 pm each business day for hand delivery to ORRP.

More information and a map of the drop-off locations can be found on the ORRP website at [Protocol Courier Service](#).

## ORRP Website

The [IRB Home Page](#) on the ORRP website has links to help researchers, IRB members, and research participants find relevant information.

Included are:

- News and Announcements
- Forms
- Meeting Dates
- Policies and Procedures
- Regulations and Guidance
- Training Requirements
- Workshops/Seminars
- Links for Research Participants

From the IRB page, you can also access the [ORRP Staff Directory](#), report human subjects concerns, and view past newsletters.

## Did You Know...?

The ORRP website provides links to the OSU Human Research Protection Program (HRPP) policies, which were developed to provide investigators, research staff, and students with information about the federal and University human subjects protection requirements.

All HRPP policies are approved by the IRB Policy Committee (IPC). Suggestions and feedback on policies and IRB procedures can be provided to the IPC by contacting a Committee member or by email at [IRBPolicy@osu.edu](mailto:IRBPolicy@osu.edu). For more information, see [IRB Policy Committee](#) on the ORRP website.

OSU HRPP policies are posted at [OSU Human Research Protection Program Policies](#).

### The Ohio State University Office of Responsible Research Practices

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