In this month's tip, we'll highlight an important detail contained in many eIRB system e-mail messages: 'Review Type'. 'Review Type' is listed among the details of a protocol in many of the system e-mail messages you receive. The meaning of this detail could differ depending on which e-mail you receive. Please see the attached tip for the possible scenarios.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed here.

The IRB Office

(314) 977-7744
The **August 2014 eIRB Tip of the Month** covered the importance of eIRB system e-mail messages. In this month’s tip, we’ll highlight an important detail contained in many e-mail messages: ‘Review Type’. ‘Review Type’ is listed among the details of a protocol in many of the system e-mail messages you receive. The meaning of this detail could differ depending on which email you are receive. Please see the possible scenarios below.

### Protocol submission e-mail

E-mail subject: “IRB Protocol has been submitted...”

‘Review Type’ in the submission e-mail (or in e-mail messages prior to submission- regarding Pre Approval, for example) is pulled automatically from the form you have submitted. The IRB has not interacted with the protocol/form at this point and therefore has made no determination about the protocol. Here is a list of each review type and how the system populates that field in the e-mail:

a. **EXEMPT** - The form you have completed and submitted is one of the two Exempt applications (Biomedical or Behavioral).

b. **EXPEDITED** - The form you have completed and submitted is one of the two Expedited/Full applications (Biomedical or Behavioral) AND you have completed one or more of the ‘Expeditied Paragraphs’ justifying an Expedited review category.

c. **FULLBOARD** (as seen in the example above)- The form you have completed and submitted is one of the two Expedited/Full applications (Biomedical or Behavioral) and you have not completed any part of the ‘Expeditied Paragraphs’ tab.

d. **NOTE**: These review types are applicable to all types of form submissions (New, Amendment, Continuing Review, etc.), but please note that your review type could change. For example, if you submit an Amendment for a study that initially received a ‘FULLBOARD’ review, you may still see
FULLBOARD as the review type even if the Amendment is minor. If the IRB Office determines that the Amendment can receive an Expedited review, that will not be reflected in the initial submission e-mail. The change in review type will not be reflected until the panel assignment e-mail (which is sent following the IRB’s acceptance of your form). See #2.

2. **Assigned for processing e-mail.** E-mail subject: “IRB Protocol Assigned to Panel. . .”

   ‘Review Type’ in the assignment e-mail indicates to which board/panel the IRB Office assigned the protocol. Beneath the listed review type you will see, “This protocol has been accepted for IRB review and assigned to XXXXX.” The IRB has taken action on your form by assigning it to one of our Full Boards or Minimal Risk Panels (Exempt or Expedited). This board/panel assignment information is also reflected on your Investigator dashboard.

   a. All e-mail messages following the panel assignment email (when the protocol is in the IRB’s hands) will continue to have this ‘Review Type’ until you create a child form (Amendment, Continuing Review, etc.) and begin the submission process again.

* This tip was prepared in November 2014. Please note that information given in this tip and/or the screen shots used could change or become outdated in the future. Rely on the IRB website for the most current and up-to-date information regarding IRB policies and procedures or call the IRB office at (314) 977-7744 with any questions.