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Administrative Process Improvement Project
Quick Hits / Recommendations to simplify
Institutional Review Board (IRB)

The Institutional Review Board (IRB) team has identified a number of 'quick hits' that are being implemented to improve the process. All researchers and departments are being required to comply with the following modifications to the IRB review process:

Recording information into IRB database at point decisions are made – **Completed February 2012**
- Eliminating several hand-offs between the IRB Administrator and IRB Assistant, reducing e-mail communications and making information available more timely in the system

Pre-Review for Incomplete Submissions – **Completed March 2012**
- Forms will be returned to investigator prior to being assigned to reviewer, saving time and effort

Updating Contingencies directly into the database during Board meetings
- Eliminates the need to create an excel document prior to board meetings and manually entering data into the excel sheet that was then used to update the database

Simplifying and Combining Forms – **Completed May 2012**
- Applications forms redesigned with Word format with updatable fields
- Elimination unnecessary signatures
- New Guideline document created, eliminating the information within the forms
- Update IRB website for ease of locating forms/guidelines
- Combine 7 forms into 2 forms and guidelines

Request UofM Sponsored Accounts for Non-Affiliated Persons (Board Members, Investigators) – **Completed March 2012**
- Person information will be created in a Banner
- Person information can be pulled from Banner
- Provides a standard for communication

Retention Policy for Maintaining Applications – **Completed February 2012**
- Policy will state retention for maintaining Complete Protocols
- Paper applications will not be accepted, electronic document are required

Document Naming Standards
- Developed a file naming standard for ease of document recognition

Creation IRB Shared Outlook Folder – **Completed March 2012**
- A central repository for IRB staff to utilize for e-mail communications

Training
- Require CITI training for Advisors
- Update current IRB process PowerPoint

Contingencies Reviewed before Board Meetings
- Will improve efficiency during the board meetings and reduce meeting times

Archiving Closed Portfolios
- Closed portfolios are moved to an archive folder on the shared file server, leaving only open ones in main folder

Devices provided during Board Meetings for document review
- Pilot test by one Board member use of Kindle and IPAD March meeting
- Department will provide devices for ease of review for those who do not bring Laptops, IPADS etc.

IRB Access Database Enhancements
- Reports providing information for those things need to be reviewed, status communications for investigator
- Report for Dean and Chairs

Future:
- Research cost associated for purchasing IRB software for possible implementation
- Develop on-line IRB system with electronic signatures and web base forms with UofM staff