

## Changes included in the 4/8/2021 RAMS-IRB Patch

### Workflow changes

RAMS-IRB will check to see if the PI of any new study has any other expired studies. If any other studies are "expired" the system will throw an error and alert the PI that no new studies may be created when another study is expired. The other study would have to be reopened or closed in order to proceed with submission.

### Full Board Meeting changes

A new function was added to allow IRB staff to send an "Advance Registration Notification" to all Panel members. This email notice will list upcoming meetings for a given period along with hyperlinks that will take members straight to the meeting workspace to confirm their attendance.

### Smartform changes

The alternative phrasing provided in question 3 in the Report smartform was revised for clarity

IRB staff and members now have the ability to log reviewer notes on the Amendment Cover Sheet of an amendment submission.

The "Type" options of the Amendment Cover Sheet reviewer notes was modified (and all other reviewer notes will be similarly updated in the next patch) to better capture why the change being requested. The IRB's requested changes should fit into one of the "Big 3" categories: "Required by Regulations", "Required by VCU Policies", and "Required to correct missing, incomplete, or inconsistent information"

### Miscellaneous changes

For study teams, a section called Project Listing that displayed under the "My IRB Studies" tab has been removed.

The IRB Information tab in submission workspaces was updated to display 2018 Common Rule exempt categories as well as Pre-2018 Common Rule categories.

IRB staff and reviewers have the ability to log private comments to the Radiation Safety Committee and Institutional Biosafety Committee

For IRB staff, the "Unclaimed" tab will no longer show studies that are In Development

For IRB staff, a new tab called "DMS" is added to study workspaces as a placeholder for future integration with the VCU Data Management System (DMS)

### Notification and correspondence changes

The timing of PI action reminders was corrected to factor in the date the study was last returned to the PI rather than the date the last reminder was sent.

The timing of a notification in reports about an outstanding amendment was corrected to more accurately identify when an amendment has already been submitted.

The timing of a notification to the designated reviewer for the review of conditionally approved amendments and continuations was corrected to match those of initial submissions.

The settings for full board studies' Continuing Review Due Dates were corrected to be 45 days prior to the study's expiration date so that the initial reminders will be sent prior to the due date.