IRB Updates

- **IRB WEBINAR- 5/14/2026**

URGENT ACTION REQUIRED

Anticipated May 22nd: Insight will automatically close all Emory-reviewed studies that have been expired for 90 days unless there is a Continuing Review/Check-In *submitted*. REMINDER: Only Emory-reviewed studies that have been expired for 90 days will close out starting 5/22. If your CR/Expedited Check-In overdue by less than 90 days, it will not close out.

Note: Exempt studies will automatically be moved to Inactive/Closed as of the expiration date.

As noted in past newsletters, this functionality had been disabled since the system transition, until data fixes were complete. The closure cannot be reversed.

What you need to do for studies under your responsibility(i.e. you are PI or are responsible for IRB submissions): Review your Insight studies' expiration dates in the Humans module. To do this, click "Search" on your main Humans dashboard to see a list of all studies you're associated with. Sort by expiration date (including under the *Active-Exempt* tab). Submit a Continuing Review/Check-In, at least 45 days before expiration if possible.

If there is already a CR or Check-in submitted for your study, the study will not close out.

Insight Continued

Remember: also, budget time to fill in the new Insight forms as part of the CR/Check-In, if you haven't already done a migration amendment.

For Cede Review (external IRB) studies: provide your renewal information from the reviewing IRB, per instructions here, but these will not move to Lapsed/Closed at this time.

Please make sure someone from your team reviews all messages that come from the IRB!

The IRB has included details on critical updates in the following ways:

- Website updates (Insight System Help)
- Insight newsletters for the past several months
- Webinars
- Email Blasts
- Outreach presentations

Frequently asked questions

Will my study close out if I've already submitted a Continuing Review or Check-In?	No
What if the PI is no longer at Emory?	The system will automatically close the study, so you just can let that happen.
Can the study be reopened?	No, you would need to do a new submission
What if my PI cannot sign off in time?	As long as the CR/Check-In is submitted, the study will not close while pending PI sign-off.
What if I want to close a study?	You will use the Continuing Review/Check-In submission to close the study. The first question asks for study status.
If my study didn't require Continuing Review, but it expired, is that noncompliance?	No, we are not treating that as noncompliance at this time. The Check-In process is aimed at cleaning up inactive studies (that the PI neglected to close out). It also reminds study teams about ongoing responsibilities.

Insight Updates

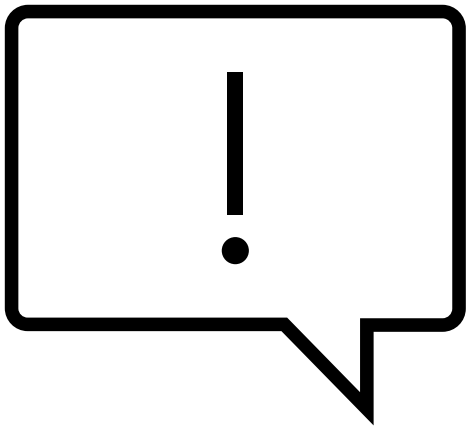
Check expiration dates. Submit Continuing Review or Check-In 45+ days before expiration.

Get migration amendments done ASAP! The deadline is end of June

Refer to historic records in eIRB while it’s still available…

Insight Basic Reminders

- Continuing Reviews can't be submitted if there is an AME in process so consider the expiration date when submitting AMEs (we're asking Insight to change this)
- Ancillary Reviews are auto-triggered via *Study Details* form
- No "PI Proxy" role - PI must sign off every time something is submitted (even when responding to requested changes)
- Communication – no option to post general comments to the IRB analyst (e.g. asking for updates or clarifications) - instead, Submitter/PI responds to comments on specific forms, or use email



Insight Basic Reminders

<u>All studies</u> have Expiration Dates now, even when no Continuing Review is required; require "Expedited Check-Ins" instead

Study Staff updates: only needed at Continuing Review or Expedited Check-in (unless required by third party, e.g. VA)

No *Detailed Protocol* for studies that are limited to:

Secondary Data Analysis

Chart reviews

Exempt research

Note: We do want to see the *multisite* protocol for studies where Emory is a participating site

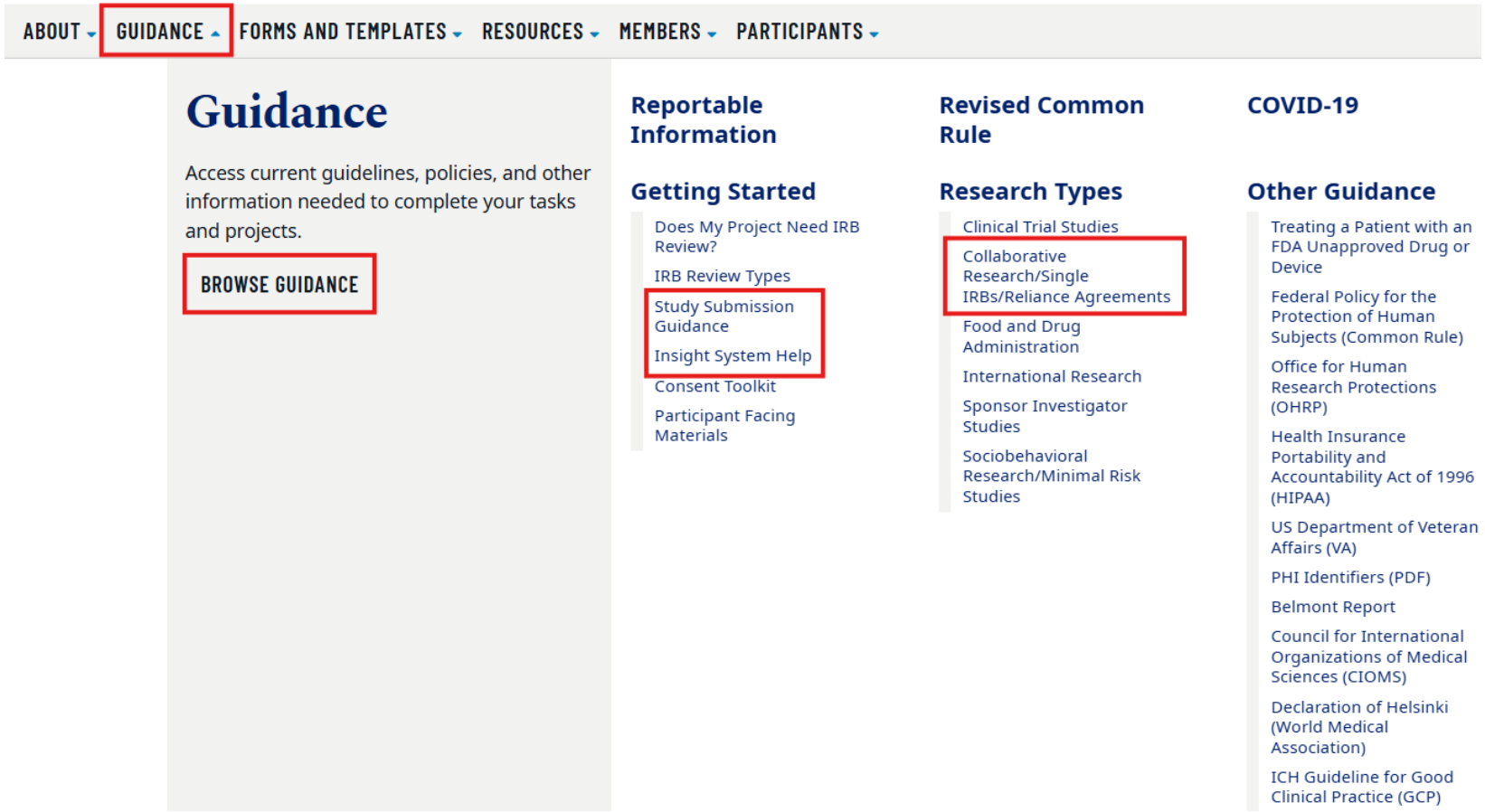
IRB Guidance

Finding Updated Information

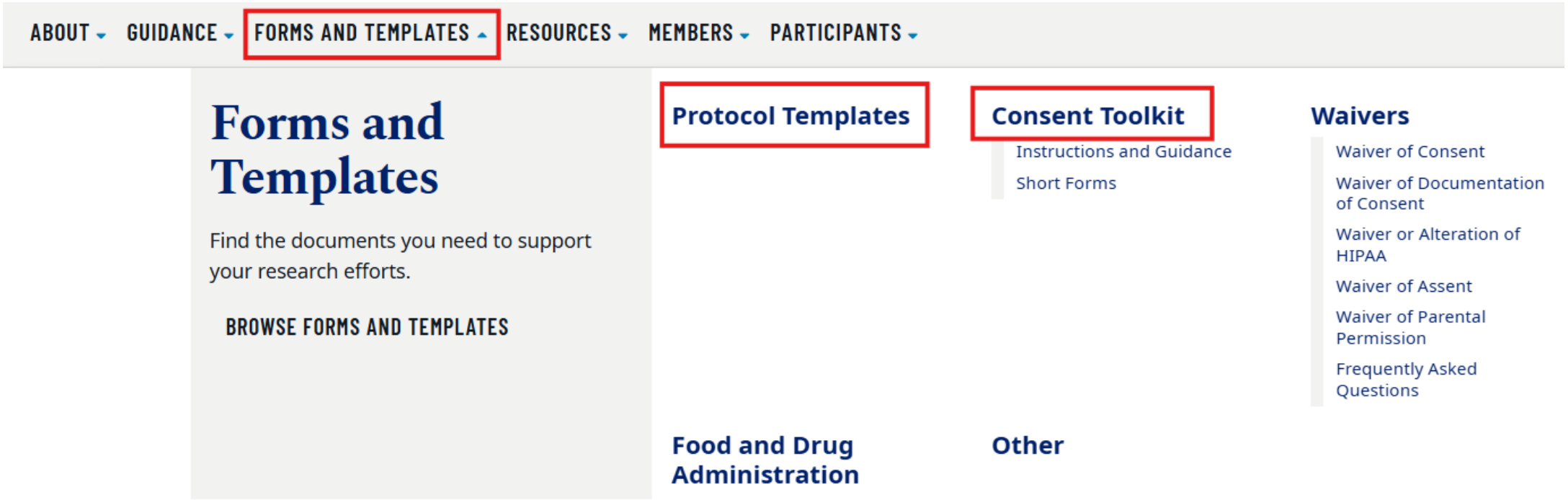
The IRB updates the website frequently

It is critical that study teams review the relevant sections

The “guidance” tab



The “forms and templates” tab



What to do when you have questions

1. Review guidance on our website: https://irb.emory.edu/
2. Review Insight training materials: https://emory.sharepoint.com/sites/Insight/SitePages/Reference-Library.aspx
3. If your question is about an **existing** submission, email the analyst screening it. You can see the analyst's name on the right panel. You can find contact information by hovering on name. Please refrain from contacting the Reviewer since they are busy faculty. Contact the IRB instead. https://irb.emory.edu/about/contact/index.html
4. If your question is about a **future** IRB submission or a **general** question, email our listserv at IRB@emory.edu.
5. If your question is about **reliance,** email the reliance team at irb.reliance@emory.edu.