

November 1, 2024

To Whom It May Concern:

In September 2023, the University of Illinois Urbana-Champaign (UIUC) launched the **IRBOnline** electronic submission system for the review and approval of all IRB and HRPP project submissions. Previously, all submissions were emailed as individual file attachments and all reviews were conducted and documented manually. To ensure compliance at all levels within the institution, all human subject research projects were required to be submitted for a re-review via the **IRBOnline** system. Researchers were notified through various campus channels and communications of the pending deadline for the “transition” of old project files to the new submission system. As of November 1, 2024, all old project files have been closed and archived by the IRB and Office for the Protection of Research Subjects. Only research activities that have been approved via the **IRBOnline** system may continue.

In some cases, determination letters were manually crafted to link an old project with a new submission; however, this is not true in all cases for a variety of reasons. Although individual letters noting the linked IRB submission numbers may not be available, researchers will be able to provide documentation showing that all research activities have been approved by the IRB (or activated by the HRPP, as appropriate).

Project ID numbers that include 5 digits, e.g. IRB22067, represent the old manual project files that have been closed and archived. New project ID numbers include six digits, e.g. 24-0608, and include a hyphen between the two-digit calendar year and four-digit identifier.

Researchers can provide copies of IRB applications as required for funding purposes, etc., to document the same project having been approved via two different IRB submission numbers. Please note that a complete IRB/HRPP review including determinations was conducted on all projects submitted via the **IRBOnline** system.

If there are any questions regarding this process, please contact the Office for the Protection of Research Subjects at irb@illinois.edu.

Thank you,



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