IRBOnline Tip Sheet for Transitioning Previously Approved Projects

1. Should I describe the whole project or just what we're doing now? - For documentation purposes the application must include the full study protocol that was conducted or will be conducted by UIUC researchers. Include information about the whole study, but make it clear at what stage you are. For example, in 6.10 the question asks you to list all procedures, include a statement describing where in the procedures you are, (e.g. All interventions with participants are complete as of 11/2023, data analysis using identifiable data continues, All participants have been consented and we have completed the first study intervention with all participants remaining procedures ongoing).
2. Funding – Respond to the funding-related questions (Section 3) based on any funding you *may* have had, even if you no longer have funding for the project. OPRS is required to collect a funding agency contact in case of reportable events. OPRS will not send approval letters to funding agency contacts. If the project *had* funding, but no longer has funding – do not include a Funding Agency Contact, as this is a required field, insert "N/A – Study is no longer funded" in Funding Contact Name, Funding Contact Agency, Funding Contact E-mail, Funding Contact Phone.
3. Informed Consent Process vs. Waiver of Informed Consent – Answer this in the same way it was originally planned and approved – even if you are not going to consent anyone moving forward, *did* you ask people to consent to the study or were you issued a waiver of consent originally? When completing the Informed Consent Process questions, answer them about how you *did* obtain consent.
4. Section 13 – These questions will activate additional sections of the application most will be similar to past Forms you were required to add; however, some of the questions may be different. The new questions are meant to just get an understanding of what has or what will occur and even if the questions are new, should be easily answerable by someone who was involved in the process.
5. Consent Forms – If you had consent forms in the past, but no longer will be consenting or enrolling participants you do *not* need to attach consent forms in question 23.1. If you feel that it would be helpful for OPRS to have a copy of the old consent form, attach it under "Other Documents" question 23.7.
6. Device Form and Research Equipment Form – The device form relates to the question about investigational devices in Section 13. This form is only meant for devices that are being studied as part of the research. The Research Equipment Form was meant to describe any type of equipment used as part of the research. This form is no longer used and there is no section in **IRB**Online that correlates with that form. Generally speaking, when you describe the research procedures (i.e. 6.10) if specific equipment needs to be explained to OPRS and the IRB you can do it there, but specific details are not generally needed if the device is not being investigated as part of the research objectives or unless the IRB asks for more details.