



Board Documents



WHAT ARE BOARD DOCUMENTS?

Board documents are any and all formal communications between the oversight committee(s) and the PI. This includes the following:

- Decision Letters: Approval Letters, Modifications Memos, Information Required Notices, Closure Notices, etc.
- Adverse Event(s) Worksheets
- Deviation Worksheets

IRBNet notifies you via email when new Board Documents are published.

HOW DO I FIND MY BOARD DOCUMENTS?

1. From the My Projects page in IRBNet, Select the project by clicking the title of the desired study.
2. Click on the Reviews button in the left-hand navigation bar.
3. Select the desired document. Be careful to note the package number when selecting the document to ensure you are downloading the desired document. Click the Document Type text in blue that appears in the same row as the desired package number.
4. This can be repeated for each desired document.

The screenshot shows the IRBNet interface. On the left is a navigation menu with options like 'Submission Manager', 'Project Administration', and 'Other Tools'. The main content area is titled 'Reviews' and displays a table of review items. Below this table is a section for 'Board Documents' with another table listing document types and descriptions.

Pkg #	Submission Date	Submission Type	Ref #	Agenda	Review Type	Status	Effective Date	Project Expiration
4	12/19/2011	Amendment/Modification	10052	01/19/2012 12:00 AM	Administrative Review	Approved	01/05/2012	11/21/2013
3	11/23/2011	Amendment/Modification	10052	12/15/2011 11:00 AM	Administrative Review	Approved	11/29/2011	11/21/2013
2	11/22/2011	Continuing Review/Progress Report	10052	12/15/2011 11:00 AM	Administrative Review	Acknowledged	12/06/2011	11/21/2013
1	10/22/2011	Other	10052	11/17/2011 11:00 AM	Full Committee Review	Approved	11/22/2010	11/21/2013

Pkg #	Document Type	Description	Last Modified	View
3	IACUC Communication Letter	IACUC Communication Letter	11/29/2011 04:25 PM	
1	Decision Letter	Approval Letter	10/22/2011 05:35 PM	
1	Other	IBC Approval	10/22/2011 05:38 PM	
1	Other	VAS Review	10/22/2011 05:35 PM	

Please reference the guides on the webpage below and your respective committee's webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

Danny Housley, 251-460-6863, iacuc@usouthal.edu

Amy Delcambre, 251-460-6509, ibc@usouthal.edu,

[Office of Research Compliance and Assurance](#)

SuzAnne Robbins, 251-460-6308, irb@usouthal.edu