Communicating with the HRPP/IRB and Understanding Notifications

Communicating About Your Study

Communication with the IRB **about a specific study or submission** should be documented within the study record in **myUABResearch**. Keeping study-specific communication with the study creates a clear and accessible record of questions, responses, and other information related to the submission. This allows the study team and IRB to refer to the same communication and helps maintain a complete history of the study.

Note: You may still contact the IRB by phone or email for general questions, assistance, or guidance. **Add Comment** should be used when communication is specific to an individual study or submission and should be maintained as part of the study record.

Using Add Comment

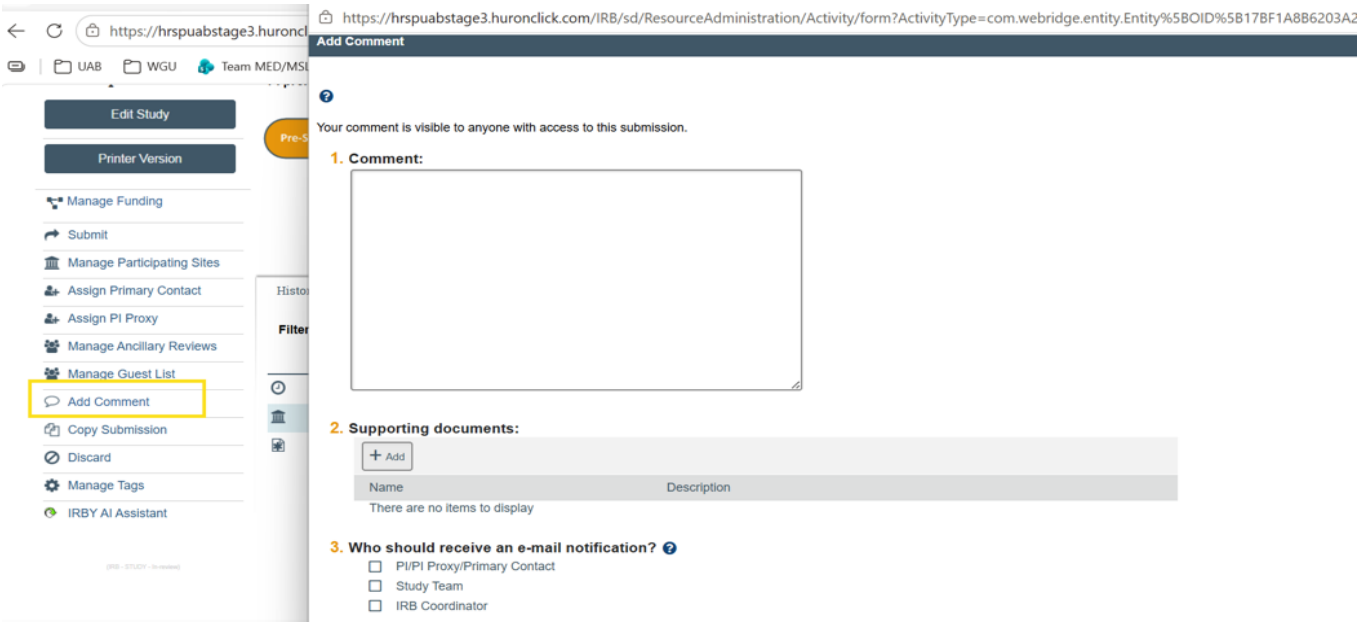
Add Comment allows you to send study-specific communication directly from the Study Workspace. Your comment becomes part of the study record and is visible to individuals who have access to the submission.

When adding a comment, you can also select who should receive an **email notification** that the comment has been posted. This allows you to direct attention to the communication while keeping the communication itself within myUABResearch.

How to Add Comment

1. From the Study Workspace, click Add Comment.
2. Enter your message in the Comment field.
3. Add supporting documents, if applicable.
4. Under Who should receive an e-mail notification?, select the appropriate recipient group(s). Options include PI/PI Proxy/Primary Contact, Study Team, and IRB Coordinator.
5. Complete the activity to post the comment.

HRPP/IRB Communications and Notifications



Visibility vs. notification: The Add Comment window states that the comment is visible to anyone with access to the submission. Selecting recipients under *Who should receive an e-mail notification?* determines who is notified by email about the comment; it does not limit who can view the comment if they otherwise have access to the submission.

Important: Do not use **Add Comment** to respond to a **Clarification Request** or **Modifications Required**. These actions have their own response workflow; please refer to the appropriate job aid for instructions on how to respond.

Understanding Email Notifications

Email notifications are primarily used to **alert you that an action has occurred or that your attention may be needed in myUABResearch**. The email notification lets you know that there is activity related to your study; however, you should return to the study in **myUABResearch** to review the action, communication, or information and determine whether a response is needed.

For example, you may receive an email notification when you are selected as a recipient of an **Add Comment**, when the IRB issues a **Clarification Request or Modifications Required**, or when an **approval or determination** has been issued.

Important: Think of the email as the **notification**, not the study record. Always return to your study in myUABResearch to review the associated activity and take any required action.

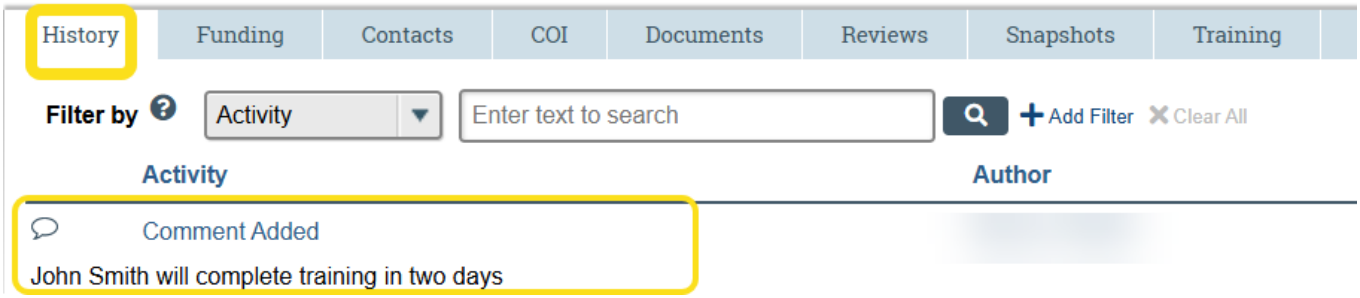
Note: Submitting an application or modification **does not** generate a submission-confirmation email to the PI. The PI or PI Proxy is responsible for submitting the application and can confirm the submission directly in myUABResearch.

HRPP/IRB Communications and Notifications

If a **PI Proxy** submits on behalf of the PI and would like to notify the PI or study team that the submission was completed, they can use **Add Comment** and select the appropriate individuals to receive an email notification.

Review Comments and Study Activities in History

Use the **History** tab in the Study Workspace to review activities associated with the study. History can help you confirm that a comment or other action occurred and provides a record of study activity.



Important: Do not rely only on your email inbox to understand what is happening with a study. Use the email notification as an alert, then return to myUABResearch to review the study record and applicable activity.