

November 27, 2023

---

## In This Issue

NEW: OIA December Office Hours

NEW: "Is IRB Review Required?" Web Page

NEW: Updated Consent Minimums

NEW: UCSD IDS Rate Change for 2024

Reminder: OIA Holiday Closure

Reminder: Investigator SOPs

Reminder: Submitting a Funding Proposal? Don't Wait to Submit to OIA

Reminder: Renewal of Business Systems Accounts

Reminder: Getting Help

---

## NEW: OIA December Office Hours

The next OIA office hours will be held on December 13, 2023 from 9-10 am and can be accessed at that time [here](#).

---

## NEW: "Is IRB Review Required?" Web Page

As OIA continues to improve [our web page](#) to serve as a resource for researchers and their teams, we have added new sections. The newest section we've added is named after the question we get most often.

This new section, called "[Is IRB Review Required?](#)", discusses how researchers and their teams can determine if IRB review is required for their project, the levels/types of review that OIA can provide, and guidance on specific types of projects (e.g. case studies, QA/QI, Evidence Based Practice, and student research).

We invite you to check out our new page. Not finding the answer to your question here? Try our [FAQs page](#) or email us at [irb@ucsd.edu](mailto:irb@ucsd.edu).

---

## **NEW: Updated Consent Minimums**

OIA constantly strives to make sure that what we ask for in our reliance processes reflect what we ask of researchers when the UCSD IRBs review a study. To that end, it is necessary from time to time for us to update our consent minimums document to reflect any changes that may have occurred.

Recently, we published a new [consent minimums document](#) on our [reliance page](#). These most recent updates reflect the following:

- Added new instructions to the beginning of the document to provide clarity for researchers and research teams.
- Updated radiation risks to be consistent with language requirements from HERC.
- Added Genetic Testing language to be used to align with the CalGINA requirements (more restrictive than federal GINA legislation).
- Clarified that the language about participant injury only applies to studies which are greater than minimal risk.
- Corrections of minor typos and formatting issues throughout.

Advarra and WCG IRB both have this new language on file and should be incorporating the language as appropriate into the consent forms they develop for UCSD/RCHSD sites. If research teams use another IRB as their IRB of record, they will need to incorporate this language into the consent form and submit the UCSD/RCHSD-specific consent template for review as a part of their reliance clearance submission.

Need more information about how to rely on an external IRB? Visit our [reliance page](#), view our [KBAs](#), or email us at [irbrely@ucsd.edu](mailto:irbrely@ucsd.edu).

---

## **NEW: UCSD IDS Rate Change for 2024**

Please be aware that the Investigational Drug Services (IDS) has a [new fee structure](#) (pulse link) for 2024 which will become effective on January 1, 2024. The new structure includes a scheduled 5% increase in every category.

The new fees are based on current salaries, benefits and actual time required to perform given functions, and have been benchmarked against our peer institutions, to assure that they remain competitive.

Studies that are already in progress, or for which we have already provided a budget estimate, will continue to be charged the old fees.

For more detail, please refer to the new [IDS 2024 Fee Structure](#) or [contact IDS](#) directly.

---

## Reminder: OIA Holiday Closure

Like much of UCSD, the Office of IRB Administration (OIA) will be closed from Saturday December 23rd, 2023 through Tuesday January 2nd, 2024. OIA staff will be back to the office on Wednesday January 3rd, 2024.

If you have a study which will expire before January 20th, 2024, please submit your renewal at least 30 days in advance or by December 1, 2023, whichever is sooner. This will allow our office time to review your study to ensure it doesn't expire.

Happy Holidays!

---

## Reminder: Investigator SOPs

Earlier this month, OIA released for researchers and their teams a set of Investigator SOPs. These SOPs govern how various functions under the IRB's purview are to be completed by researchers and their teams. These include informed consent, assent, internet recruitment of subjects, seeking LARs/guardians, and generally conducting human subjects research.

The SOPs are currently posted on our [Guidance web page](#) and we encourage you to review them. For more specific information about these SOPs, please see our [announcement](#) from earlier this month.

Questions about these SOPs? Email us at [irb@ucsd.edu](mailto:irb@ucsd.edu).

---

# Reminder: Submitting a Funding Proposal? Don't Wait to Submit to OIA

UCSD researchers collectively bring in an extraordinary amount of funding from outside sources to help support their research, but these funders need to see certain things before they hand over any money. This includes IRB approvals or determinations when there are human subjects involved.

In OIA, we strive to be partners with our researchers and not stand in the way of getting research started. OIA often receives requests for rush approvals and reviews when Just In Time (JIT) notices come out. While we are happy to accommodate, these tend to bog down our review process for other researchers. In addition, there may be unforeseen complications with how research is proposed which means it cannot be easily approved even if it is moved to the front of the line.

As such, we ask that after researchers submit their proposals for funding, if the research will involve human subjects, go ahead and submit an application for review to OIA. That way, if something unforeseen arises there is time to deal with it without putting research funding in jeopardy.

Please keep in mind that the normal OIA review process can take from 6-8 weeks from the time of submission, so be sure to get those studies submitted with plenty of time for review. Our office (and your fellow researchers) thank you!

Need help with a submission? Contact us at [irb@ucsd.edu](mailto:irb@ucsd.edu) and one of our analysts will be happy to assist.

---

## Reminder: Renewal of Business Systems Accounts

Since access to Kualu is controlled through IT systems, some folks (RCHSD researchers, students, etc.) had to obtain business systems accounts to be able to access Kualu. Those accounts are generally good for only a year and need to be renewed. As such, we want to remind everyone about this.

If you are a **user** who has a business systems account that you use to access Kualu, check in with the department who sponsored your account to see if there is anything they need you to do to ensure your account is renewed.

If you have **sponsored** someone for a business systems account, please be sure to follow your departmental policies on renewing (or not) accounts in a timely fashion so that researchers do not lose access to Kualu. Furthermore, please be on the lookout

for automated emails asking you to renew access for these individuals throughout the course of the year.

---

## Reminder: Getting Help

[Kuali IRB Knowledge Base Articles \(KBAs\)](#) are part of the growing Research Knowledge Base. We generate new articles and update older articles in response to trends in questions or problems submitted by the research community.

Our [OIA FAQ page](#) answers the top questions our office receives from the research community. It covers everything from "Do I need to submit to the IRB?" to "How do I find my approval letter?"

Can't find what you're looking for? Contact OIA by email at [irb@ucsd.edu](mailto:irb@ucsd.edu) with questions or to report errors/issues. For questions in relation to single IRB/reliance arrangements, contact [irbrely@ucsd.edu](mailto:irbrely@ucsd.edu).

Please be sure to include the protocol number, if available. This will help the OIA team triage and troubleshoot.

---

University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093

Share this email:



[Manage your preferences](#) | [Unsubscribe](#)

This email was sent to .  
*To continue receiving our emails, add us to your address book.*

**UC San Diego**

[Subscribe](#) to our email list.