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| **Department:** | **UAMS Human Research Advisory Committee** |
| **Policy Number:** | **9.2** |
| **Section:** | **IRB Decisions** |
| **Effective Date:** | **July 31, 2002** |
| **Revision Dates:** | **August 26, 2004; February 8, 2005; August 17, 2015; February 15, 2016** |

**SUBJECT: IRB Notification of Meeting Decisions**

Upon completion of the review of any submission (new, modified, continuing review, etc.), regardless of exempt, expedited or full classification, the IRB office will prepare a letter noting the outcome of the review.

This letter will include:

i. Outcome of the review by the Chair or IRB and if study is declined, suspended or terminated, the reason for the decision;

ii. Date the decision was reached; and

iii. Date of next scheduled continuing review, as appropriate.

Principal Investigator will receive an email notification that a letter is available in IRB e-system. Any personnel listed on the study will have access to the letter in e-system.