Tip Sheet 4: Clean-up Modifications & Additional Updates

1. **Clean-up Modifications**
   Exempt protocols do not require a clean-up modification unless you plan to submit an amendment to change the scope of your exemption.

2. **Email Addresses Receiving Click Notices**
   The email addresses assigned to you are fed into the Click system on a nightly basis from both UVM and UVMMC directories. The uvmhealth.org addresses override the uvm.org addresses for those employees with dual appointments. We are working with the hospital to determine if specific email from Click can be forwarded to UVM and if so, how to properly set that up. Once that has been determined we will communicate the outcome.

3. **Continuing Review**

4. **Clarification Responses**
   When your response to the IRB requires a revised document, please make sure that you are “updating” a document that is already present in the system and not adding a new one. The system has functionality for us to compare versions of documents as long as they have been “updated versus added.”

   Your response may also require submission of a new document and that is when you would “add” versus edit a document.
5. Printing Your Approved Documents

In tipsheet #2 we discussed the new system-generated approval stamp. This stamp is located at the top of each page with a minimal margin. We recommend that you try printing one page first to see if the stamp appears, as we have heard from some of you that the stamp is not printing on the materials. You may need to change your printer settings to allow for narrow margins. Use of the stamped versions of consents and information sheets is required.