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## Tip Sheet 6: Study Numbers, Titles, Ancillary Reviews, Clean-up Modifications, Approved Documents

### Study Numbers Explained

Protocols created in InfoEd maintain their originally assigned numbers (e.g. M12-134, 18-060) until those protocols are closed. New protocols submitted through Click all have a prefix of STUDY... (e.g. STUDY000020.) Studies for which UVM IRB relies on another IRB is prefixed by SITE... (e.g. SITE000013.) You should continue to use the number assigned for your protocols at time of initial review despite which system they began in.

Modifications are prefixed by “MOD” and reportable new information submissions are prefixed by “RNI”.

EPIC and Financial Edge use these same numbering conventions, so always reference the number that has been assigned in the IRB system.

### Study Titles

While the system requires you to insert both a full and a short title, we really need to have you insert the full title of the protocol in both places. The short titles, which are often times acronyms, can not be used in formal IRB correspondence and the acronyms do not provide enough information at a glance to determine what the protocol may involve. There are multiple stakeholders across both institutions that reference the Click records, therefore the title of the protocol must be meaningful. Going forward please always insert the full protocol title in both places in the Smart form. If you wish to include an acronym at the end of a title, you are welcome to do so.

### UVMClick Institutional Ancillary Reviews

The Click system has functionality that allows the investigator and or IRB analysts to refer a submission to an ancillary reviewer. **In some cases, the completion of an ancillary review is required prior to release of IRB approval. The system will stop the IRB analyst from releasing approval in those instances.** If you know that you need to obtain prior ancillary review, the investigator or the investigator’s proxy, should assign that ancillary review once you are ready to submit ([guide here](#)). That will notify the appropriate department/person of your submission so that they are able to review for their specific requirements. If you fail to do this at time of

submission and your submission indicates that one of these ancillary reviews applies, the IRB analysts will send it on your behalf.

You may check for the status of a required ancillary review on the Reviews tab. As of June 1, this tab will also be available on the modifications page.

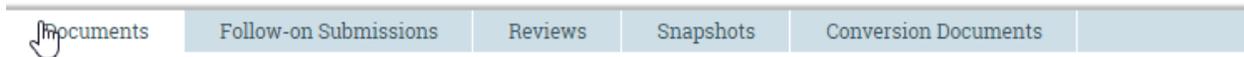


### Clean up Mods

Our Click reports indicate that there are approximately 200 protocols that will be required to submit a clean-up mod prior to their next continuing review. If you have not done so to date, please submit a clean-up mod now so that processing a continuing review does not get held up awaiting a clean up modification submission. [Instructions](#)

### Approved Documents

To find your approved documents go here.



	Category	Final
i.7.pdf	IRB Protocol	PEDIATRIC MIGRAINE REGISTRY PROTOCOL Version 0.7.pdf
docx	Consent Form Supporting Document Data Management Form Information Sheet Supporting Document Questionnaire Questionnaire	Final Pediatric Migraine Registry ICF 28Mar2019.pdf MigrX Privacy Statement.pdf Research Data Management and Security Plan 3.28.2019.pdf Study Info Sheet MigrX Mobile Application Screenshots.pdf PedMIDAS Questionnaire.pdf Headache and Migraine History Questionnaire.pdf