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Contact Us
Human Research Protections Office
Blount Hall, Room 408
1534 White Ave.
Knoxville, TN 37996-1529
865-974-7697
utkirb@utk.edu
https://irb.utk.edu/

Office Schedule Updates
We are posting our upcoming office closures to assist researchers with planning for application submissions during these next few months.

• November 18 – 20 Staff will be attending a conference and will have limited access to voicemails and emails. The office will resume normal operations on November 21
• November 28 – 29 Thanksgiving
• December 23 – December 27 Winter Holiday
• January 1 – New Year’s Day
• January 20 – Martin Luther King, Jr. Day

Need iMedRIS Help – See Our Quick Guides!
Access our Quick Guides through the iMedRIS Help menu. Click the Help button on the top right-hand corner of the screen.

Make sure pop-ups are allowed!

Quick Guides are in the 4-UT IRB Knoxville iMedRIS Instructions section, shown below.
Performance Metrics

September 2019 Review Turnaround Times in Calendar Days

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>Review Type</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Studies</td>
<td>Exempt</td>
<td>6</td>
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<tr>
<td></td>
<td>Expedited</td>
<td>9</td>
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<tr>
<td></td>
<td>Full Board</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Unspecified</td>
<td></td>
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<tr>
<td>Amendments</td>
<td>Exempt</td>
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<tr>
<td></td>
<td>Expedited</td>
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September 2019 Submissions

New Amendment submissions increased 41% in September (August = 66; September = 93)

<table>
<thead>
<tr>
<th>Submission Type</th>
<th>New</th>
<th>PI Responses</th>
<th>Totals</th>
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<tbody>
<tr>
<td>New Applications</td>
<td>50</td>
<td>110</td>
<td>160</td>
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<tr>
<td>Amendments</td>
<td>93</td>
<td>51</td>
<td>144</td>
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<tr>
<td>Continuing Reviews</td>
<td>69</td>
<td>34</td>
<td>103</td>
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<tr>
<td>Other</td>
<td>46</td>
<td>21</td>
<td>67</td>
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<tr>
<td><strong>Total</strong></td>
<td>258</td>
<td>216</td>
<td>474</td>
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</tbody>
</table>

Suggestions

Please contact us with any suggestions you have for future issues such as topics of interest or questions you would like answered. Submit your questions to utkirb@utk.edu and use HRPP Newsletter in the subject line.

Contact Us

**General Questions** (submission procedures, application and materials development, iMedRIS, etc.) contact us at 865-974-7697 or utkirb@utk.edu.

**Submissions** that are currently in review, contact your unit’s liaison.

**Reportable New Information** (unanticipated problems, adverse events, complaints, concerns about participant welfare or safety, etc.), contact Colleen Gilrane (865-974-7697 irbchair@utk.edu) or Kristine Hershberger (865-974-7687 kh@utk.edu).
Reliance Agreements/Single IRB and Other Collaborative Research, contact Kristine Hershberger (865-974-7687 kh@utk.edu).

Education and Training, contact Colleen Gilrane (865-974-7697 irbchair@utk.edu).

ClinicalTrials.gov, contact Kristine Hershberger (865-974-7687 kh@utk.edu).

Human Research Protections Office
Office of Research & Engagement
Blount Hall, Room 408
1534 White Avenue
Knoxville, TN  7697
Phone:  865-974-7697
Fax:  865-974-7400
Email:  utkirb@utk.edu
Website:  https://irb.utk.edu/