

# The Magnifier

**Winter 2010**

**Fairview Research Administration**

*The Magnifier* is a quarterly newsletter providing information and announcements pertaining to the conduct of research within Fairview Health Services. Please share our newsletter with others who may be interested and [contact us](#) to be added or removed from the mailing list. You can also view this and previous editions of our newsletter on the Research web page.

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### Electronic IRB Submissions

Research Administration is in the process of converting IRB documentation from paper to electronic files. Please email your completed submissions to Katie ([kgleaso1@fairview.org](mailto:kgleaso1@fairview.org)). This will allow for more efficient record organization and retrieval if needed, and also save on postage and needless copying.

We are switching to a more electronic process because the IRB accepts submissions via email. A few important notes on submitting electronically to the IRB:

- All submissions except for full board review medical applications can be submitted electronically.
- Your institutional email address signifies your signature. The PI of the study should be the person to email the IRB, and all co-investigators and other study staff should be cc'ed on the email.
- Scanned signatures are accepted as well. For instance, it is still recommended that the PI sign a cover letter detailing the documents included in the submission, and the signed cover letter be scanned for emailing.
- If the entire submission does not fit into one email, it must still be submitted in paper form.
- You can email the submission to either [irb@umn.edu](mailto:irb@umn.edu), or [RSPPeRev@umn.edu](mailto:RSPPeRev@umn.edu).

### A Note on Record Retention

Research Administration maintains paper copies of IRB documentation for three years after the study is inactivated. Contracts and billing information are maintained for ten years. The length of time study records should be stored on site varies by study, so please refer to your contract or grant guidelines before destroying any records.

### New NERS Application and Requirements

The Non-Fairview Employed Research Staff (NERS) application has been revised to reflect Fairview requirements more accurately. The level of training required is now broken down by the degree of patient involvement the researcher will have. If you or someone on your study staff performs

research activities at Fairview through the NERS process, please allow enough time to review the new forms before your annual renewal is due in case your requirements have changed.

[NERS webpage](#)

### **Website *Re-Re-Designed***

In the beginning of November, Fairview released a new format for their website. This caused navigation of the Research webpage to be difficult, and it has since been re-designed. The most important change is that all the forms needed throughout the research process are located on one page: the [Forms page](#). Policies are likewise only located on the [Policy page](#).

If you have any suggestions for improving the functionality of the webpage, please contact Katie. The purpose of the webpage is to make information and forms more accessible to you, the researcher, and your input is appreciated.