

MEMO



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CONFIDENTIAL

To: Investigators submitting Promptly Reportable Information

From: Angie Gustafson, Director, Operations

RE: Promptly Reportable Information Acknowledgments

Date: January 15, 2016

In an effort to streamline processes for the acknowledgment of Promptly Reportable Information submissions from PI sites, effective January 15, 2016, CGIRB will no longer provide email acknowledgments to sites. Instead, acknowledgement information will be posted to the Connexus web portal, with users receiving an automated alert when submission review is complete.

These acknowledgments will be available in the Connexus portal for the life of the study, and once posted, can be accessed at any time by users with the appropriate permissions.