



IRB Staff – DSL Determination Steps Quick Bite

This document contains **at-a-glance steps for indicating Data Security Level during review.**

1. When enough information about the study is available, indicate Data Security Level (DSL):
 - a. Click the "Submit Pre-Review" activity
 - b. Indicate the DSL in the space provided
 - c. Select "No" then "OK" (submission remains in pre-review)

2. As soon as you indicate DSL in pre-review:
 - a. DSL 3, 4, or 5: indicate HUIT review is required (even if documentation of HUIT review is not yet received):
 - i. Click the "Track Ancillary Approvals" activity
 - ii. Indicate HUIT review is required and pending by clicking "update"
 - iii. Click "OK" on the pop ups when the update is complete
 - iv. Communicate the need for HUIT review to study staff using the "Clarifications Requested" activity, a "Modifications Required to Secure 'Approved'" letter, or a "Deferred" letter.
 - b. DSL Null, 1, or 2: no additional steps

3. If DSL changes during review, indicate new DSL:
 - a. If the submission is in pre-review: Click the "Submit Pre-Review" activity
 - b. If the submission is in non-committee review: Click the "Designated Review" activity
 - c. If the submission is in committee review: Click the "Edit Pre-Review" activity
 - d. Communicate the change to study staff using the "Clarifications Requested" activity

4. When IT review is provided by the study team, update the HUIT review status and attach documentation of review using "Track Ancillary Approvals" activity

5. When all other non-DSL approval issues are resolved:
 - a. DSL 3: Issue IRB determination regardless of whether IT review has been provided (documentation of HUIT review is required at next continuing review)
 - b. DSL 4 or 5:
 - i. If documentation of HUIT review has been provided: Issue IRB determination
 - ii. If documentation of HUIT review has not yet been provided: Issue "Modifications Required to Secure 'Approved'" with IT review as contingency. Issue IRB determination only after documentation if HUIT review is provided
 - c. DSL Null, 1, or 2: Issue IRB determination, no follow-up or documentation of HUIT review is required