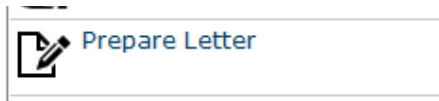




## **IRB Staff – ESTR Process for updating an IRB determination letter**

This Quick Bite provides the Designated Reviewer guidance if it is determined that the original IRB determination letter that was previously sent needs updating. These steps are intended as a system best practice. Implementing them will ensure that ESTR maintains the correct dates within the system's audit trail.

1. Use the “Prepare Letter” activity in ESTR to upload a new version to the system.



\* Do not use the “Send Letter” activity when reissuing a letter. Doing so disrupts the dating of previous actions that were taken in ESTR and destroys the audit trail.



2. Email the PI, the Primary Contact, and anyone on the Email List outside of ESTR notifying them of the updated letter.
3. Include a public comment in the appropriate study workspace in ESTR to document that the letter was revised, and what changes were made.

