

University at Buffalo Institutional Review Board

Re: Studies involving REDCap

Dear Research Community:

Effective March 1st, 2021, all IRB submissions that involve the use of REDCap must include a PDF of the final version of all instruments and consent documents contained in REDCap.

This announcement is meant to reaffirm the IRB requirement that the final version of all documents, advertisements etc. receive IRB approval before they are initiated in a research study.

This requirement applies to your initial IRB submission, as well as to any subsequent modifications involving any REDCap questionnaires or consent documents. To prevent potential delays in your approval, please ensure that the information contained in the REDCap PDF is consistent with the information contained in your other submission materials.

This requirement should help expedite the REDCap “Move to Production” approval process as the REDCap Governance Group will review your project to ensure that it complies with your IRB protocol.

Please direct any questions with the announcement to the IRB (888-4888).

Sincerely,

Richard Karalus, PhD

Director, Office of Research Compliance