

BRIDGE Center Project Registration: IRB Document Retrieval Instructions

As part of Project Registration we request three documents from your CMU IRB Protocol:

1. Protocol approval letter
2. Full Protocol text and attached documents relevant to MRI
3. Consent form

Below are instructions on how to retrieve these documents from the CMU SPARCS website.

Login to CMU SPARCS: <https://sparcs.andrew.cmu.edu/irb>

Logging into SPARCS requires being on the CMU campus or using the [CMU VPN](#).

Protocol Approval Letter

The Protocol approval letter is usually sent via email upon IRB approval but can also be downloaded from SPARCS. The location of the letter will vary depending on if the protocol is new, or has been modified.

New Protocols

If a protocol is new and has not been modified, usually the Approval Letter can be downloaded by a link after the "Letter:" field at the top of the protocol page.

The screenshot displays the SPARCS IRB system interface. At the top, the SPARCS logo is on the left, and the user's name 'John Pyles | My Inbox | Logoff' is on the right. Below the logo is a navigation menu with 'Home', 'IRB', 'COI', 'IACUC', and 'Proposals'. The 'IRB' tab is selected. The main content area shows protocol details for an 'Approved' protocol. A table lists the following information:

Principal Investigator:		IRB Office:	Approved
Primary Contact:	John Pyles	Submission Type:	STUDY
IRB Coordinator:	Douglas McFarland	Letter:	Correspondence_for_STUDY.pdf(0.02)

The 'Letter' field is highlighted with a green box. To the left of the table, there are buttons for 'view study', 'printer version', 'view differences', and 'create Modification/CR'. Below the table, there is a section for 'Consent Forms' with 'Final (for current use)' and 'Draft (for future submissions)' options. A workflow diagram shows the process from 'Pre-Submission' to 'Review Complete', including 'Pre-Review', 'IRB Review', 'Post-Review', and 'Review Complete' stages, with 'Clarification Requested' and 'Modifications Required' loops. At the bottom, there are buttons for 'History', 'Funding', 'Project Contacts', 'Documents', 'Follow-on Submissions', 'Reviews', and 'Snapshots'.

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Modified Protocols

If a protocol has been modified:

1. Click on “Follow-on Submissions”

The screenshot shows the SPARCS IRB Submissions page. The top navigation bar includes Home, IRB, COI, IACUC, and Proposals. The main content area displays details for an IRB study, including approval dates and a flowchart of the review process. A red box highlights the 'Follow-on Submissions' link in the navigation menu. Below this, a table lists follow-on submissions, with the most recent one, 'MODCR00000457: Modification and Continuing Review #10 for Study', circled in green.

ID	Name	Date Modified	Owner	State	IRB Coordinator
MODCR00000457	Modification and Continuing Review #10 for Study	11/20/2017 3:27 PM	Noone, Anthony	Approved	Anthony Noone
MOD000000000		9/21/2017 1:31 PM	Noone, Anthony	Approved	Anthony Noone

2. Click on the most recent “Modification and Continuing Review...” link in the “Follow-on Submissions” box.
3. Download the Approval Letter either by the “Letter” link at the top, or the “Letter Sent” link.

The screenshot shows the SPARCS IRB Submissions page for the most recent modification. The top navigation bar includes Home, IRB, COI, IACUC, and Proposals. The main content area displays details for the modification, including approval dates and a flowchart of the review process. A red box highlights the 'Letter: Correspondence_for_MODCR00000457 (0.01)' link. Below this, a table lists the history of activities, with the 'Letter Sent' activity circled in green.

Activity	Author	Activity Date
Letter Sent	Noone, Anthony	11/20/2017 3:27 PM
Correspondence_for_MODCR00000457.pdf	Noone, Anthony	11/20/2017 3:23 PM
IRB Coordinator Assigned	Brunner, Susan	11/14/2017 12:04 PM
Assigned to Anthony Noone		
Comment Added	Brunner, Susan	11/14/2017 12:04 PM
All study team members have current CITI training in our files if not shown in SPARCS		
Submitted		11/14/2017 11:10 AM

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Full Protocol Text

You can get the full protocol text using the “printer version” button and saving this as a PDF. Also download and include any relevant attached documents such as pre-screening questionnaire, equipment specifications, etc.

The screenshot shows the SPARCS IRB interface for an approved study. The top navigation bar includes Home, IRB, COI, IACUC, and Proposals. The main content area is titled 'Approved' and displays study details: Initial approval: 11/23/2016, Effective: 11/14/2017, Approval end: 11/22/2018, Modified: 9/23/2018 12:30 PM. A table lists key personnel: Principal Investigator, Primary Contact (John Pyles), IRB Office, IRB Coordinator (Douglas McFarland), Submission Type (STUDY), and Letter (Correspondence_for_STUDY.pdf(0.02)). Below this is a 'Consent Forms' section with 'Final (for current use)' and 'Draft (for future submissions)' tabs. A workflow diagram shows the process from Pre-Submission to Review Complete, including Pre-Review, IRB Review, Post-Review, and various request stages. A sidebar on the left contains buttons for 'view study', 'printer version' (highlighted), 'view differences', and 'create Modification/CR'. A bottom navigation bar includes History, Funding, Project Contacts, Documents, Follow-on Submissions, Reviews, and Snapshots.

Consent Form

The consent form can usually be downloaded quickly under the “Consent Forms” section at the top of the protocol.

The screenshot shows the SPARCS IRB interface for an approved study. The top navigation bar includes Home, IRB, COI, IACUC, and Proposals. The main content area is titled 'Approved' and displays study details: Initial approval: 11/20/2014, Effective: 11/20/2017, Approval end: 12/10/2018, Modified: 10/11/2018 12:30 PM. A table lists key personnel: Principal Investigator, Primary Contact, IRB Office, IRB Coordinator (Susan Brunner), Submission Type (STUDY). Below this is a 'Consent Forms' section with 'Final (for current use)' and 'Draft (for future submissions)' tabs. The 'Final' tab is highlighted with a green box. A workflow diagram shows the process from Pre-Submission to Review Complete, including Pre-Review, IRB Review, Post-Review, and various request stages. A sidebar on the left contains buttons for 'view study', 'printer version', 'view differences', 'create Modification/CR', and 'report new information'. A bottom navigation bar includes History, Funding, Project Contacts, Documents, Follow-on Submissions, Reviews, and Snapshots. Below the navigation bar is a 'Follow-on Submissions' table.

ID	Name	Date Modified	Owner	State	IRB Coordinator
MODCR00	Modification and Continuing Review #10 for Study	11/20/2017 3:27 PM	Noone, Anthony	Approved	Anthony Noone
MOD0000		9/21/2017 1:31 PM	Noone, Anthony	Approved	Anthony Noone