

MEMORANDUM

DATE: May 30, 2019
TO: Rachel A Diana, Jefferson Dejesus Salan
FROM: Virginia Tech Institutional Review Board (FWA00000572, expires January 29, 2021)
PROTOCOL TITLE: Context resolution and variability: Identifying learning strategies to optimize hippocampal representations
IRB NUMBER: 18-1077

The Virginia Tech Institution Review Board (IRB), acknowledges the Amendment request for the above-mentioned research protocol.

This acknowledgement recognizes the item(s) identified in the Special Instructions section.

NOTE: Amendments that must be submitted to BRANY for review and approval include changes to funding, conflict of interest, ANY and ALL changes to study procedures and study documents. If your study qualified for Not Human Subjects or for an Exemption please review the information at the end of your approval Letter.

SPECIAL INSTRUCTIONS:

The Virginia Tech IRB acknowledges the transfer of IRB oversight from WIRB to BRANY for this protocol. Please read the information below for more details.

Dear Investigators:

This email serves as a notice that your protocol is under active transfer from WIRB to BRANY. We ask that you do not submit any further requests to WIRB or to the Virginia Tech IRB.

FAQ's:

Q. How will I know when my protocol has been accepted by BRANY?

A. BRANY IRB will send you a notification indicating your transferred study has been accepted.

Q. Has the Virginia Tech IRB drafted guidance?

A. Yes. We have created guidance and it is available on a PID protected website.

<https://internal.research.vt.edu/sirc/hrpp/brany-transfer>

This link will be provided on all Authorization Letters.

Q. How do I gain access to BRANY's IRBManager?

A. This section is very important. Not everyone listed as study personnel needs to have access to IRBManager. The PI, active Co-I(s), and study coordinators are the typical research team members that will need to have access. In order to gain access, each person will need to complete the Request for User Access form and sign it with wet ink. Digital signatures and script style font are not accepted. [http://www.brany.com/wp-content/uploads/2018/07/BRANY-User-Access-Form-complete-sign-return-2-0170323-V2_.pd]

Q. I need to submit an amendment to my protocol. What should I do?

A. Once your protocol has been accepted in the BRANY IRBManager system, you will be able to submit requests directly to BRANY for review in their IRBManager system. Refer to the guidance provided by the Virginia Tech IRB using the web link above.

Q. I need to revise my list of study personnel. What should I do?

A. You will no longer submit personnel changes to the Virginia Tech IRB. You will submit personnel changes to BRANY through their IRBManager system. You should follow the guidance provided by the Virginia Tech IRB using the web link above.

Q. I am actively working with research subjects (including recruiting, consenting, enrolling, collecting data). Do I need to alter my consent forms? Do I need to notify my participants of the change of IRB oversight?

A. This section is very important. When you receive the notification from BRANY that your study has been accepted, instructions will be included regarding consent needs.

Q. How will I know that I need to submit a Continuing Review request?

A. BRANY will send reminder emails 45, 30, and 15 days prior to the expiration date. The automated reminders will cease when either a continuing review or closure application is received and processed by BRANY IRB.

Date*	OSP Number	Sponsor	Grant Comparison Conducted?
12/03/2018	P5IY4KA2	National Science Foundation (Title: Context resolution and variability: Identifying learning strategies to optimize hippocampal representations)	Compared on 02/23/2019

* Date this proposal number was compared, assessed as not requiring comparison, or comparison information was revised.

If this protocol is to cover any other grant proposals, please contact the HRPP office (irb@vt.edu) immediately.