1.0 Reason for Policy

This policy describes how HRPP communicates IBC decisions and policy or procedure updates or changes to researchers and the research community.

2.0 Scope of Policy

This policy affects the University research community and its partners.

3.0 Policy Statement

Official IBC action regarding a project is communicated to the researcher in writing. Changes or updates in policies and procedures are communicated to the research community through a variety of mechanisms, including educational seminars, faculty or student meetings, research newsletters and the official web site for the HRPP program.
Procedure:
Correspondence concerning IBC action is developed by IBC Staff to include but not be limited to:
- Date
- Action
- Basis for IBC determination
- Required information from researcher
- Reminder that no research or modification may occur before documented IBC approval.
- Offer of assistance
- Requirements for Incident Reporting
- Contact Information of IBC administrative staff
- Approval letters will include:
  - Approved biosafety levels
  - NIH Guidelines Experiment Designation (recombinant DNA experiments)
  - Approved agents and/or potentially hazardous biological agents

OVPR Communication staff work with HRPP/IBC staff to develop content for notices and other materials for presentation.

These activities are subject to periodic evaluation as are other processes in HRPP.

4.0 Required approvals for this document

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Executive Director, HRPP</td>
<td>Moira Keane</td>
</tr>
</tbody>
</table>

5.0 Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Reason for change</th>
<th>Date of release</th>
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<tbody>
<tr>
<td>12/20/11</td>
<td>Policy update</td>
<td>12/20/11</td>
</tr>
<tr>
<td>12/09/09</td>
<td>New format</td>
<td>03/02/10</td>
</tr>
<tr>
<td>04/24/07</td>
<td>New policy</td>
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</tbody>
</table>

To obtain a copy of a historical policy, e-mail ibc@umn.edu or call 612-626-5654