

Latest information from the Fred Hutch Institutional Review Office

Hutch IRB Project Updates

The Hutch IRB electronic system implementation [project](#) continues, as we aim for a launch in early 2023. After the launch, all IRB submissions will be submitted through Hutch IRB. You will be provided training and resources in the weeks prior to the launch.

As described in a project email in early November, we are asking for IRB Continuing Reviews to be submitted a little early for studies with expiration dates in the first calendar quarter of 2023. If this applies to one of your studies, your Continuing Review reminder email will provide the updated due date. All IRB expiration dates will now be based on date of IRB re-approval, and studies will no longer have fixed anniversary dates.

What's Next?

- Items submitted before the launch of Hutch IRB will continue to be received and returned via email as usual.
- Prior to the launch, there will be a brief black-out period on submissions, with notification well in advance.
- When existing study records are migrated into Hutch IRB, your first submission for that study will require uploading current documents into Hutch IRB to complete the record.
- IRB forms and policies will be updated as well.
- We will have additional communication soon about all of the above, including IRO's plans for migrating studies into Hutch IRB, in-flight submissions, and timing.

Please note: As many of our staff are involved in preparations for the launch, response times may be slower. We appreciate your patience and understanding. To minimize the impact to your research, we encourage you to ensure your applications are complete and submitted as early as possible. For any externally imposed urgent deadlines, please be sure to call these out in your submission so we can prioritize accordingly.

Watch your email inbox for other items to be aware of around the system transition period. Please reach out to IRO@fredhutch.org with any questions about this project.

SCH-FH Guidance for Relying

Seattle Children's Hospital (SCH) and Fred Hutchinson Cancer Center (Fred Hutch) have an updated IRB Reliance/Cooperative Review Agreement that allows our institutions to rely on each other's IRB reviews, eliminating the need for duplicate IRB review in most cases. To ensure adherence to Fred Hutch and SCH requirements, the IRB Directors have created a [Guidance for Relying](#) document to support reliance reviews at each institution. The document has been posted on each institution's IRB webpage.

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Diverse Enrollment Goals

Enrolling a diverse population in human subjects research is essential to make research results generalizable and address health disparities. The Cancer Consortium's Office of Community Outreach and Engagement (OCOE) offers a Recruitment and Retention Resource to support Consortium investigators in engaging diverse populations in research. The OCOE website includes a list of online resources and an intake form for requesting technical assistance or support with study recruitment or engaging with a particular community.

See www.fredhutch.org/en/research/institutes-networks-ircs/ocoe/ocoe-research.html for more information.

OCOE Community-Based Participatory Research (CBPR) Course

OCOE recently announced the launch of a course on Community-Based Participatory Research (CBPR) methods. The Introduction to CBPR course is the first course in a series of courses under development by the OCOE Recruitment and Retention Resource (RRR). These RRR courses were created in response to requests from Consortium research teams interested in learning how to address equity and inclusion in research recruitment efforts, and how to engage with communities to address health disparities in our region.

The course is now available on Hutch Learning: <https://centernet.fredhutch.org/cn/u/training/access-hutch-learning.html>.

If you would like more information, please email endisparities@fredhutch.org.

Requiring Collection of Race, Gender, and Ethnicity Data

The IRB requires that race, gender, and ethnicity data be collected for all new studies, including retrospective chart reviews and repository studies, even if this data is not tied to a specific aim. The reasons for this requirement include: (1) to aid in the institution-wide Diversity, Equity and Inclusion efforts at Fred Hutch and nationwide to address disparities, (2) to address NCI efforts to assess demographic data in studies, and (3) to respond to publications increasingly asking for this information. If this data is unable to be collected, please provide specific justification for not collecting this data for this study, for example if a data source does not contain these demographics.

Please be aware that for existing studies open to the enrollment of participants/data/specimens, if you were not collecting this data in the past, the IRB will expect Principal Investigators to start collecting this data on all new subjects moving forward. This should be reflected in your Continuing Review submissions.

Introducing the New Hutch IACUC FAQ

Questions on working in the Hutch IACUC electronic system? Visit our new interactive [Hutch IACUC FAQ](#) for answers to your questions, including:

- How do I edit a procedure?
- What does my error message mean and how do I fix it?
- How do I respond to reviewer notes?

Don't see your question answered? Contact iacuc@fredhutch.org for assistance.

External IACUC Files

Are you a Fred Hutch investigator with funding that supports live vertebrate animal work, animal purchases, and/or per diem animal costs at an institution other than Fred Hutch? If so, you need to turn in an administrative submission in Hutch IACUC so that IRO can administratively track this.

IRO now offers a [training module](#) in Hutch Learning to walk you through this administrative process.

Contact iacuc@fredhutch.org if you have questions about this process.

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