Memo

From: **IntegReview IRB**

Date: **October 1, 2015**

Re: **Change in IRB Process for Informed Consent Documents**

Effective October 1, 2015, IntegReview will no longer require the study site names/addresses to be included in the informed consent document (ICD). There is no federal regulatory or AAHRPP requirement that requires the inclusion of study site names/addresses to be included in the ICD. This IRB process change will streamline the processes involved with ICDs and will assist in our obligation to provide you with a more expedient turn-around of your documents. The ICD will continue to include the name of the Principle Investigator and the site contact number.

IntegReview IRB process effective October 1, 2015:
When site names/addresses are included in *new* ICFs they will be removed. Please refer to our Sample IC templates available on our website for information on IRB requirements. In addition, the informed consent(s) will be updated to remove site names/addresses upon any requested change to the informed consent or at the time of Continuing Review, as applicable.

If you have any questions regarding this policy, you can contact our Director of Compliance, Melanie Flores, at 512-326-3001, ext. 209.