



IRB Staff – DSL Communication Quick Bite

This document contains **at-a-glance steps for communicating with the study team** if HUIT (Data Security Level 3, 4 or 5) or Data Use Agreement (DUA) review is needed, so that they may proceed with completing those separate review steps.

ADAMS-Locations

Some schools and departments complete HUIT and DUA review through ADAMS.

The following Departments/Schools are Using ADAMS*			
<i>*These departments or schools may have a custom implementation of ADAMS. Custom implementations do not affect ESTR use and process. Please see the ADAMS User Guide for details.</i>			
Longwood Area		University Area	
Location	<i>ADAMS Go Live Date</i>	Location	<i>ADAMS Go Live Date</i>
HMS – Health Care Policy ONLY	ADAMS in use	GSE	ADAMS in use
		FAS – Economics ONLY	ADAMS in use
HSPH	TBD: March 2015	SEAS	TBD
		HBS	TBD

IRB Communication to Study Teams

Study teams can be guided through the next steps for any required HUIT or DUA review differently depending on if they are (1) not using ADAMS or (2) a member of an ADAMS participating school or department.

	1. NON-ADAMS SCHOOLS AND DEPARTMENTS COMMUNICATING VIA ESTR ACTIVITIES/NOTICES ALONE	2. ADAMS-PARTICIPATING SCHOOLS AND DEPARTMENTS COMMUNICATING VIA ESTR ACTIVITIES/NOTICES AND ADAMS
HOW TO NOTIFY STUDY TEAM VIA ESTR	<p>Immediately after update to DSL on the appropriate activity form:</p> <ul style="list-style-type: none"> • Within a ‘clarifications requested’ activity indicate if HUIT review of DSL is required • Via the “Modifications Required to Secure Approved” letter • Via a Deferred letter 	<p>Immediately after update to DSL on the appropriate activity form:</p> <ul style="list-style-type: none"> • Within a ‘clarifications requested’ activity indicate if HUIT review of DSL is required • Via the “Modifications Required to Secure Approved” letter • Via a Deferred letter
EXAMPLE REQUEST FOR HUIT OR DUA REVIEW	<p>“...Based on the likely/confirmed DSL determination of <#> and/or the DUA associated with this project, HUIT and/or Sponsored Programs review is required. Please contact <office/person> to complete this review. Once review is completed, please submit a copy via [submit changes or new modification]...”</p>	<p>“...Based on the likely/confirmed DSL determination of <#> and/or the DUA associated with this project, HUIT and/or Sponsored Programs review is required. You may receive a notice from the ADAMS system within the next day indicating that HUIT update or review is required. Please complete that review and update process separately through ADAMS.</p> <p>Once review is completed, please submit a copy via [submit changes or new modification]...”</p>
NEXT STEP: HUIT REVIEW IS INITIATED	<p>In response to the ESTR request, the PI or Study Team must contact HUIT and/or OSP/SPA directly (and separate from ESTR) to complete any needed review of the DSP or DUA.</p>	<p>Immediately after update to DSL on the appropriate activity form AND change in ESTR state (any change in state):</p> <ul style="list-style-type: none"> • ADAMS will retrieve information about that record at 10pm the same evening. • ADAMS will send a notice to the appropriate individuals if/when HUIT review or update is required.