

<b>Title:</b>	IRO Website
<b>Responsible Office:</b>	Institutional Review Office (IRO)
<b>Responsible Official:</b>	Karen Hansen, IRO Director
	<i>Signature/date</i>
<b>Effective Date:</b>	August 24, 2007
<b>Policy:</b>	2.23

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## POLICY STATEMENT

It is the policy of the Fred Hutchinson Cancer Research Center Institutional Review Office that it maintains a website with content relevant to the protection of human research participants generally, and to the work of the FHCRC Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) in particular.

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## DEFINITIONS

**IRO website:** <http://www.fhcrc.org/intranet/iro/> and subpages.

**Web Editor:** IRO staff member responsible for website content.

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## REFERENCES

<http://www.fhcrc.org/intranet/iro/>

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## PRINCIPLES/OVERVIEW

The purpose of the IRO website is regularly to inform investigators of their regulatory and ethical responsibilities, of resources available for their use, and of the activities of the IRB.

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## INDIVIDUALS AFFECTED BY THIS POLICY

The contents of this policy apply to Institutional Review Office (IRO) staff, IRB members, employees of FHCRC and investigators from other institutions who submit research studies to the FHCRC IRB for review and approval.

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## PROCEDURES

### 1. Content

The IRO website includes, at a minimum, the following content:

- Forms and instructions for completing and submitting them
- Links to national regulations, policies, and guidance

- Information about human subjects training requirements and links to training opportunities
- Information about the structure and function of the FHCRC IRB

New or revised content may be suggested or drafted by IRO staff, IRB members, or FHCRC or University of Washington Consortium investigators. The IRO Director or Assistant Director approves all content (except nonsubstantive updates) before publication.

## **2. Web Editor**

The IRO Director or Assistant Director assigns an IRO staff member the responsibility for website content. That staff member, in this setting, is referred to as the Web Editor.

The Web Editor drafts or edits new content, revises existing content, posts content provided by others, coordinates approvals, corrects errors, maintains printed backup files, and suggests improvements to the structure of folders or organization of page content.

## **3. Maintenance**

The Web Editor posts updates as needed. The IRO Director or Assistant Director reviews all substantive updates before publication. Nonsubstantive updates (correcting typos, fixing broken links, updating meeting calendars) do not require review.

After approval, the Web Editor posts the update to the website. If the update is relevant to the human research protection program, the Web Editor emails certain key users with news of the update. The Web Editor maintains a list of regular recipients of such news, but may also send the news to others.

The web editor maintains a printed file of website content (IR 5506).

Although the Web Editor normally does the actual posting of content, the IRO Director, Assistant Director, and IRO SOP Administrator also have posting privileges.

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## **SUPPORTING DOCUMENTS**

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None.