**WHAT ARE BOARD DOCUMENTS?**

Board documents are any and all formal communications between the oversight committee(s) and the PI. This includes the following:

- Decision Letters: Approval Letters, Modifications Memos, Information Required Notices, Closure Notices, etc.
- Adverse Event(s) Worksheets
- Deviation Worksheets

IRBNet notifies you via email when new Board Documents are published.

**HOW DO I FIND MY BOARD DOCUMENTS?**

1. From the My Projects page in IRBNet, Select the project by clicking the title of the desired study.
2. Click on the Reviews button in the left-hand navigation bar.
3. Select the desired document. Be careful to note the package number when selecting the document to ensure you are downloading the desired document. Click the Document Type text in blue that appears in the same row as the desired package number.
4. This can be repeated for each desired document.

Please reference the guides on the webpage below and your respective committee’s webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

Danny Housley, 251-460-6863, iauc@usouthal.edu
Alison Henry, 251-460-6509, ibc@usouthal.edu

Office of Research Compliance and Assurance

SuzAnne Robbins, 251-460-6308, irb@usouthal.edu