



Change in Process for Hard Copy Submissions to the IRB

Research Integrity Office

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ORIO has a new fax system that allows us to receive faxes electronically. Although the old fax number for the IRB is still active, eventually that number will be disconnected.

Here is what researchers need to know about the new fax system and submitting hard copy materials:

1. The new fax number is 503-346-6808.

This number is functioning and should be used, effective immediately.

2. All IRB study materials that cannot be uploaded directly to the eIRB by the study staff should be faxed to ORIO for upload to the eIRB system.
3. All faxes for IRB study submissions should use the new eIRB fax cover sheet which can be downloaded at:
www.ohsu.edu/xd/about/services/integrity/policies/upload/eIRB-Hard-Copy-Fax-cover.pdf
4. The eIRB number for the submission MUST be included on the cover sheet!
5. Not following the above steps for getting hard copy documents to the IRB will delay submissions. Please contact ORIO at 503-494-7887 (option 1) or by email at irbinbox@ohsu.edu with any questions about the new process, or if you are unable to fax a particular study document.

ORIO Contacts

Over the past 6 months, there have been changes with ORIO staff that we'd like to announce to assure that researchers have up to date contact information. Here is a listing of ORIO management and IRB chairs, with associated compliance program roles:

- Gary Chiodo, DMD, FACD, *Chief Integrity Officer*
- Charlotte Shupert, PhD, *Associate Director, Animal Subjects research*
- Kara Drolet, PhD, *Associate Director, Human Subjects research, Conflict of Interest, Biosafety*
- Susan Bankowski, MS, JD, *IRB Chair*
- Elizabeth Steiner, MD, FAAFP, *IRB Co-Chair*
- Mindy Roberts, MA, CIP, *IRB Manager*

For a complete listing of IRB analysts & additional contacts, please go to:

www.ohsu.edu/xd/research/about/integrity/irb/board_information.cfm