IRB Member Email and iStar Notifications
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These slides aim to help you recognize some of the messages you will receive as an IRB Member and provide you with additional information about the messages.

As an IRB Member you will notice an increase in email notifications that range from meeting invitations to friendly reminders. The additional emails amongst other emails in your inbox can make it easy to overlook an important message from iStar or the IRB.

Some tips we’ve received from members:

• Check your spam folder if you think you aren’t receiving your iStar notifications messages
• [Create a rule in your Outlook email](#) that moves all email from a specific set of senders to a folder.
# IRB Member Email and iStar Notifications

## Table of Contents

**iStar Notifications**
- Committee Meeting Attendance Request, [Slide #3](#)
- Committee Meeting Agenda and Reviewer Assignment Notification, [Slide #4](#)
- Meeting Minutes Notification, [Slide #5](#)
- Expedited-Exempt Minutes Notification, [Slide #6](#)
- Expedited-Exempt Reviewer Assignment Notification, [Slide #7](#)
- Contingency Reviewer Assignment Notification, [Slide #8](#)
- Update to Committee Meeting Reviewer Assignment, [Slide #9](#)

**IRB Emails**
- Notification for Outlook, [Slide #10](#)
- Reminder to Post Review, [Slide #11](#)
- Reminder to Biomedical Members to Respond to iStar Attendance Request, [Slide #12](#)
This iStar email serves as notification for an upcoming meeting. The notification is automatically sent to members 3 weeks before the meeting. The email includes the meeting date, time, a link to the Zoom meeting, and a link for members to indicate their attendance.

**IRB Member response to the attendance request is paramount to determining quorum and adequate member representation at the meeting.**

Upon receipt of this email, click the link to the meeting (#1) and confirm or decline attendance for the meeting.

**Please note:** You may be assigned a study for review if you do not respond to the request or decline attendance, if we need reviewers. If you decline attendance and know that you cannot post a review for the meeting (e.g., vacation), notify the **Lead Analyst** who manages the agenda for your committee.

Likewise, if you need to change your original RSVP to the meeting, contact the Lead Analyst and cc **Ben Martinez** so we can ensure we will have quorum and adequate member representation.

**Meeting Details:**
- **Committee:** BioIRB 2
- **Date:** 8/14/2024
- **Time:** 7:30AM
- **Location:** Zoom Meeting
- **Remote Meeting Link:** [https://usc-chape.zoom.us/j/99452310170](https://usc-chape.zoom.us/j/99452310170)

To record your attendance plans, please follow the instructions below. You will receive another email with a link to the Agenda when it is finalized:

1. Click on the following link for the meeting: [8/16/2024 (Zoom Meeting)](https://usc-chape.zoom.us/j/99452310170)
2. **Login to iStar.**
3. **In the meeting workspace,** click on either the **Confirm Attendance** or **Decline Attendance** activities.
4. **Click OK.**

If you have any questions or problems, please contact the iStar help desk.
Committee Meeting Agenda and Reviewer Assignment Notification

This email serves as notification that the agenda for a meeting has been finalized and informs members of their reviewer assignment. The notification is sent to members approximately one week before the meeting. The email includes the meeting date, time, a link to the Zoom meeting, a link to the agenda, and the reviewer assignment.

If you are unable to review the assignment due to an emergency or conflict, notify the *Lead Analyst for the committee immediately.

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**Message**

Committee Meeting Agenda and Reviewer Assignment Notification

This is the agenda and reviewer assignment notification for the following meeting. Continue to scroll down to see your reviewer assignment.

**Meeting Details:**
- **Committee:** BioIRB 3
- **Date:** 3/5/2024
- **Time:** 7:30AM
- **Location:** Zoom Meeting
- **Remote Meeting Link:** [https://usc-hpme.zoom.us/j/9496750673](https://usc-hpme.zoom.us/j/9496750673)
- **Remote Meeting Instructions:**

Additional information on the [Agenda](https://istar.usc.edu) for 3/5/2024 ([Zoom Meeting](https://usc-hpme.zoom.us/j/9496750673) are located on the iStar system. For all iStar agenda items, click on the title of the submission to access the study workspace (note, you will be asked to login to iStar).

You have been assigned the following items to review prior to the meeting:

<table>
<thead>
<tr>
<th>ID</th>
<th>Study Name</th>
<th>PI</th>
<th>Primary Reviewer</th>
<th>Secondary Reviewer</th>
<th>Tertiary Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS-20-00210-C8004</td>
<td>Hepatic Regeneration Study</td>
<td>Ganyk</td>
<td>Diamond</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continuing Review: Continuing Review: #8_ 2024</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have not already done so, please record your attendance plan by clicking on the link above for the meeting and clicking either the Confirm Attendance or Decline Attendance activities. If you have any questions or problems, please contact the iStar help desk.

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**Lead Analyst Contact Information**

Michelle Burgett-Moreno  
Social Behavioral Committee  
burgettm@usc.edu

Lori Levin  
Bio IRB 1 Committee  
levin@usc.edu

Yu Chung  
Bio IRB 2 Committee  
yuchung@usc.edu

Maria Brown  
Bio IRB 3 Committee  
mbrown@usc.edu
This email serves as notification that minutes for a previous meeting are available for review by the committee.

IRB Members should review the minutes and note any corrections or additions that should be made before the committee votes to approve the minutes.

If an error or omission in the minutes is found, contact the IRB analyst assigned to the study to alert them before the meeting.

Additional information on the Minutes for 2/8/2024 (Zoom Meeting) are located on the iStar site.

This is an auto-generated email. Please do not respond directly to this message using the "reply" address. A response sent in this manner cannot be answered. If you have further questions, please contact your IRB Administrator or IRB office.
This email distributes a monthly exempt and expedited determinations to all IRB members for their information. The determinations are acknowledged by each committee at an upcoming meeting.

Expedited-Exempt Minutes Notification

This is the minutes notification for the following expedited-exempt report:

**Report Details:**

- **Report Name:** Biomedical Expedited & Exempt Report for January 2024
- **Start Date:** 1/1/2024
- **End Date:** 1/31/2024

Additional information on the report may be obtained by click on the report name above.

This is an auto-generated email. Please do not respond directly to this message using the "reply" address. A response sent in this manner cannot be answered. If you have further questions, please contact your IRB Administrator or IRB office.

The contents of this email are confidential and intended for the specified recipients only. If you have received this email in error, please
Expedited-Exempt Reviewer Assignment Notification

Inbox Notification

This email serves as notification that a member has been assigned to review an exempt or expedited submission. The notification is sent to the member following staff review. The notification includes who made the assignment (From) and provides a link to the assignment.

If possible, the IRB Member should review the assignment within 3 days of receipt. Questions about the assignment should be directed to the analyst who reviewed the submission.

Message

Forward To Expedited-Exempt Reviewer

From: DeAnn Diamond
Health Science Institutional Review Board

To: DeAnn Diamond
Health Science Institutional Review Board

Expedited-Exempt review assignment


There are no items to display

This is an auto-generated email. Please do not respond directly to this message using the "reply" address. A response sent in this manner cannot be answered. If you have further questions, please contact your IRB Administrator or IRB office.
This email serves as notification that the member has been assigned to review contingencies for a study. Most times this assignment is made when the member was the original reviewer and issued contingencies or when the committee agrees a certain member is best positioned to review contingencies issued by the full board.

If possible, the IRB Member should review the assignment within 3 days of receipt. Questions about the assignment should be directed to the analyst who reviewed the submission.

Contingency reviewer assignment

From: Janet Morris, BA
    Health Science Institutional Review Board
To: DeAnn Diamond
    Health Science Institutional Review Board
CC: 

You have been assigned as contingency reviewer for study #HS-23-00363, Menstrual Cycle Effect on Recovery. The study has responded to the contingencies and resubmitted the study for approval.

This is an auto-generated email. Please do not respond directly to this message using the "reply" address. A response sent in this manner cannot be answered. If you have further questions, please contact your IRB Administrator or IRB/CCI office.

The contents of this email are confidential and intended for the specified recipients only. If you have received this email in error, please notify istor@usc.edu and delete this message.
This email serves as notification that a change to reviewer assignments has been made. This notification may be sent because a previously assigned member could not complete their review or because a submission requires an urgent review.

Generally, you will be contacted by the Lead Analyst for the committee prior to this assignment being made. If you are unable to review the assignment due to an emergency or conflict, notify the *Lead Analyst for the committee immediately.*

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**Committee Meeting Reviewing Assignments Update**

**istar-DoNotReply@usc.edu**  
**Committee Meeting Reviewing Assignments Update**  
1/3/2024

**istar-DoNotReply@usc.edu**  
To: DeAnn Diamond

Retention Policy: 16 Month Delete - Inbox (1 year, 4 months)  
Expires: 5/4/2025

1 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**Reviewer Assignments Updated**

You have been assigned to review new items for the following meeting:

**Meeting Details:**

<table>
<thead>
<tr>
<th>Committee:</th>
<th>BioIRB 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>1/9/2024</td>
</tr>
<tr>
<td>Time:</td>
<td>7:30AM</td>
</tr>
<tr>
<td>Location:</td>
<td>Zoom Meeting</td>
</tr>
</tbody>
</table>

Additional information on the [Agenda](#) for 1/9/2024 [Zoom Meeting](#) are located on the iStar system. For all iStar agenda items, click on the title of the submission to access the study workspace (note, you will be asked to login to iStar).

You have been assigned the following items to review prior to the meeting:

<table>
<thead>
<tr>
<th>ID</th>
<th>Study Name</th>
<th>PI</th>
<th>Primary Reviewer</th>
<th>Secondary Reviewer</th>
<th>Tertiary Reviewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS-16-00777-CR007</td>
<td>Alzheimer’s Disease Neuroimaging Initiative 3 (ADNI 3)</td>
<td>Schneider</td>
<td>Diamond</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continuing Review: HS-16-00777-CR007</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is an auto-generated email. Please do not respond directly to this message using the "reply" address. A response sent in this manner cannot be answered. If you have further questions, please contact your IRB Administrator or IRB office.

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**Lead Analyst Contact Information**

Michelle Burgett-Moreno  
Social Behavioral Committee  
burgettmm@usc.edu

Lori Levin  
Bio IRB 1 Committee  
levin@usc.edu

Yu Chung  
Bio IRB 2 Committee  
yuchung@usc.edu

Maria Brown  
Bio IRB 3 Committee  
mbrown@usc.edu
This serves as a courtesy email for members that allows them to add upcoming meetings to their calendar.

If you have questions about the email notification, please contact Ben Martinez at bdmartin@usc.edu
Inbox Notification

Andrea Tlaseca
IRB Reminder to post review for 02/01/2024
Dear DeAnn, This is a friendly reminder that you have an

Message

IRB Reminder to post review for 02/01/2024

Andrea Tlaseca
To: DeAnn Diamond
Cc: Yu Chung; Lori Barish Levin; Ben Martinez
Retention Policy: 16 Month Delete - Deleted Items (1 year, 4 months) Expires 6/1/2025
1 You replied to this message on 1/31/2024 1:05 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.

Dear DeAnn,
This is a friendly reminder that you have an assignment for review at tomorrow’s meeting.
You were assigned as the Primary Reviewer for UP-22-00404-AM011 and HS-18-00323-CR006.
Please remember to post your written review and comments in iStar before the meeting begins. If you are unable to attend the meeting, please post your review and the Chair will present your review to the committee in your absence. If you cannot review the assignment or post your review, please let us know as soon as possible.

Thank you.
Best,
Andrea

Andrea Tlaseca, MPH CIP
Senior IRB Analyst - Biomedical

Reviewers are expected to post their review by noon the day before the meeting and IRB staff understand that sometimes email notifications are missed. If the member has not posted the review noon, the IRB analyst will send a reminder to the reviewer to post the review before the meeting begins.
Inbox Notification

HRPP
Reminder: IRB meeting attendance request
Dear Jane: We have not yet received your RSVP

Message

Dear ________:

We have not yet received your RSVP to the iStar meeting invitation for IRB 1, 2 or 3. This is a friendly reminder asking you to confirm or decline your attendance for the IRB 1, 2, or 3 meeting on ___________. Your response to the meeting invitation is important in helping us ensure we meet quorum requirements, make appropriate reviewer assignments, and ensure we have the necessary members attendance to address the agenda items.

Member review assignments are made approximately one week before the meeting. Members are expected to post their written reviews in iStar prior to the meeting, preferably within 24 hours of the convened meeting. Of note, it may be necessary to assign reviews to members who decline attendance depending on agenda needs. In those cases, the Chair will present the member’s written review in the member’s absence. If you have declined attendance and cannot review or post a review for the meeting (e.g., will be away on vacation) please contact the Lead Analyst for the committee.

Thank you for your continued commitment to the protection of research participants. We look forward to seeing you at the next full board meeting.

Lead Analysts:
IRB 1: Lori Levin lievin@usc.edu
IRB 2: Yu Chung yuchung@usc.edu
IRB 3: Maria Brown mariatbr@usc.edu

Please note: You may be assigned a study for review if you do not respond to the meeting request, if we need reviewers.

IRB Member response to the attendance request is paramount to determining quorum and adequate member representation at the meeting.

Upon receipt of this email, visit the iStar meeting portal and confirm or decline attendance for the meeting.