



IRB Member Email and iStar Notifications

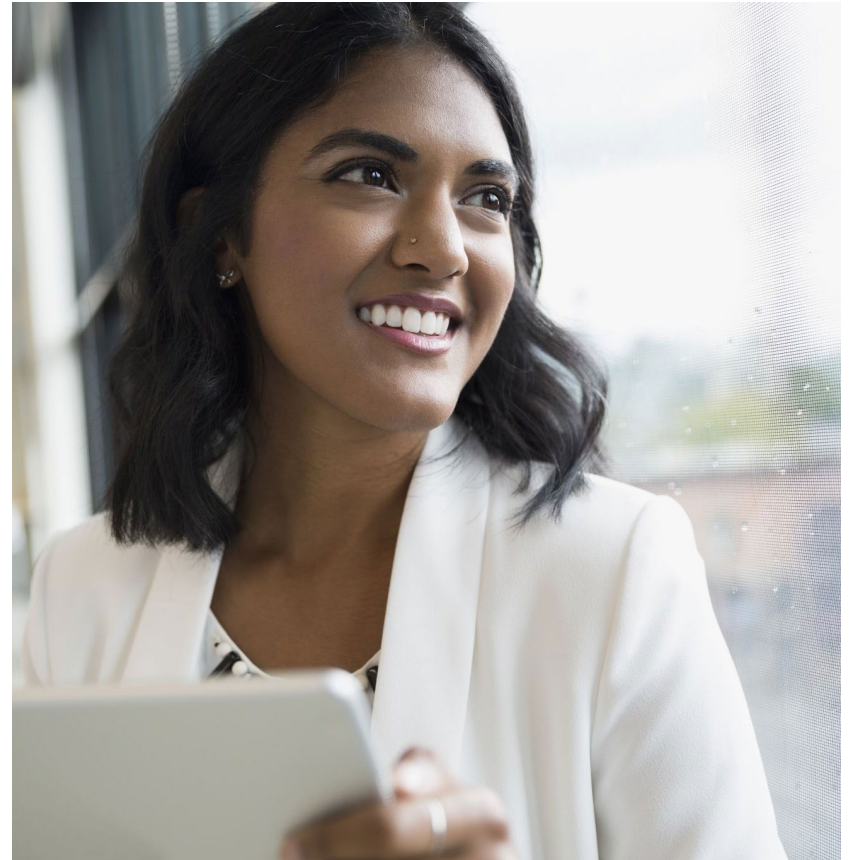
IRB Member Email and iStar Notifications

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

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Inbox Notification

istar-DoNotReply@usc.edu
Committee Meeting Attendance Request

Wed 11:20 AM

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.

Message


Committee Meeting Attendance Request



istar-DoNotReply@usc.edu

To  DeAnn Diamond

Retention Policy 16 Month Delete - Deleted Items (1 year, 4 months) Expires 6/22/2025

 Follow up. Completed on Wednesday, February 21, 2024.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Meeting Attendance Request

Please let us know if you can attend the following meeting:

Meeting Details:

Committee:	BioIRB 2
Date:	3/14/2024
Time:	7:30AM
Location:	Zoom Meeting
Remote Meeting Link:	https://usc-hipaa.zoom.us/j/93152111070
Remote Meeting Instructions:	

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: [3/14/2024 \(Zoom Meeting\)](#)
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.

***Contact Information

Michelle Burgett-Moreno
Lori Levin
Yu Chung
Maria Brown
Ben Martinez

Lead Analyst
Lead Analyst
Lead Analyst
Lead Analyst
HRPP Admin

Social Behavioral Committee
Bio IRB 1 Committee
Bio IRB 2 Committee
Bio IRB 3 Committee

burgettm@usc.edu
llevin@usc.edu
yuchung@usc.edu
mbrown@usc.edu
martinbd@usc.edu




Inbox Notification 

istar-DoNotReply@usc.edu
 Committee Meeting Agenda and Reviewer Assignment Wed 1:12 PM


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.

***Lead Analyst Contact Information**

Message 


Committee Meeting Agenda and Reviewer Assignment

 istar-DoNotReply@usc.edu
 To DeAnn Diamond



Wed 1:12 PM

Retention Policy 16 Month Delete - Inbox (1 year, 4 months) Expires 6/29/2025

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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-hipaa.zoom.us/j/98967504732
Remote Meeting Instructions:	

Additional information on the [Agenda](#) for [3/5/2024 \(Zoom Meeting\)](#) 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:

ID	Study Name	PI	Primary Reviewer	Secondary Reviewer	Tertiary Reviewer
HS-20-00219-CR004	Hepatic Regeneration Study Continuing Review: Continuing Review #4 2024	Genyk	Diamond		

If you have not already done so, please record you 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.

Michelle Burgett-Moreno	Social Behavioral Committee	burgettm@usc.edu
Lori Levin	Bio IRB 1 Committee	llevin@usc.edu
Yu Chung	Bio IRB 2 Committee	yuchung@usc.edu
Maria Brown	Bio IRB 3 Committee	mbrown@usc.edu



Inbox Notification 

istar-DoNotReply@usc.edu
Meeting Minutes Notification Thu 2/22



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.

Message 


Meeting Minutes Notification

 istar-DoNotReply@usc.edu
To  DeAnn Diamond



2/14/2024

Retention Policy 16 Month Delete - Deleted Items (1 year, 4 months) Expires 6/16/2025

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Meeting Minutes Notification

[See Minutes Snapshot](#)

This is the minutes notification for the following meeting:

Meeting Details:	
Committee:	BioIRB 2
Date:	2/8/2024
Time:	7:30AM
Location:	Zoom 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.





Inbox Notification 

istar-DoNotReply@usc.edu
Expedited-Exempt Minutes Notification 2/9/2024

Message 

Expedited-Exempt Minutes Notification

 istar-DoNotReply@usc.edu
To:  DeAnn Diamond



2/9/2024

Retention Policy 16 Month Delete - Deleted Items (1 year, 4 months) Expires 6/10/2025

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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.

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.



Inbox Notification

istar-DoNotReply@usc.edu
Forward To Expedited-Exempt Reviewer

2/10/2024

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




istar-DoNotReply@usc.edu
To DeAnn Diamond



2/10/2024

Retention Policy 16 Month Delete - Deleted Items (1 year, 4 months) Expires 6/11/2025

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: [DeAnn Diamond](#)
Health Science Institutional Review Board
To: [DeAnn Diamond](#)
Health Science Institutional Review Board

Expedited-Exempt review assignment

You have been assigned to review continuing review # HS-15-00782-CR009, [Continuing Review 2024: Enrolling New Subjects/ Data/ Specimens](#) for study # HS-15-00782 , Intacs HUD Protocol for expedited/exempt review.

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.



Inbox Notification



istar-DoNotReply@usc.edu
Contingency reviewer assignment

8/15/2023

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.

Message



Contingency reviewer assignment



istar-DoNotReply@usc.edu
To DeAnn Diamond



8/15/2023

Retention Policy 16 Month Delete - Inbox (1 year, 4 months)

Expires 12/14/2024

i Follow up. Completed on Thursday, February 29, 2024.

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

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 istar@usc.edu and delete this message.

Inbox Notification 

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



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.

Message 


Committee Meeting Reviewing Assignments Update

 istar-DoNotReply@usc.edu
 To  DeAnn Diamond



1/3/2024

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

 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:	
Committee:	BioIRB 3
Date:	1/9/2024
Time:	7:30AM
Location:	Zoom Meeting

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:

ID	Study Name	PI	Primary Reviewer	Secondary Reviewer	Tertiary Reviewer
HS-16-00777-CR007	Alzheimer's Disease Neuroimaging Initiative 3 (ADNI 3) Continuing Review: HS-16-00777 CR007	Schneider	Diamond		

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.

***Lead Analyst Contact Information**

Michelle Burgett-Moreno	Social Behavioral Committee	burgettm@usc.edu
Lori Levin	Bio IRB 1 Committee	llevin@usc.edu
Yu Chung	Bio IRB 2 Committee	yuchung@usc.edu
Maria Brown	Bio IRB 3 Committee	mbrown@usc.edu

IRB Email - Notification for Outlook



Inbox Notification



Institutional Review Board
BioIRB1 Meeting
The meeting zoom ID has been updated. 1/17/2024


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

Message



BioIRB1 Meeting

 Institutional Review Board
Required
Optional

No Response Required  

/17/2024 8:47 AM

Retention Policy 16 Month Delete - Deleted Items (1 year, 4 months) Expires 5/18/2025

Accepted on 12/14/2020 1:24 PM.
1 instances of this recurring appointment are next to other appointments on your Calendar.

Occurs the third Thursday of every 1 month(s) effective 1/21/2021 until 6/20/2024 from 7:30 AM to 9:00 AM <https://usc-hipaa.zoom.us/j/93738696825>

Thursday, March 21

7 AM	BioIRB1 Meeting https://usc-hipaa.zoom.us/j/93738696825 Institutional Review Board
8 AM	
9 AM	

The meeting zoom ID has been updated.

Topic: BioIRB1 Meeting
Time: 07:30am – 09:00am

Join Zoom Meeting
<https://usc-hipaa.zoom.us/j/93738696825>
Meeting ID: 937 3869 6825

If you need to dial in for audio call:
+1 669 900 6833 US
Meeting ID: 937 3869 6825



Inbox Notification

Andrea Tlaseca

IRB Reminder to post review for 02/01/2024

Dear DeAnn, This is a friendly reminder that you have an

This email serves as friendly reminder to the reviewer to post their written review in iStar so it is available to all members on the agenda.

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.

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

 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.](#)



1/31/20

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

IRB Email - Reminder to Biomedical Members to Respond to iStar Attendance Request

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Inbox Notification

HRPP

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

This email serves as friendly reminder to Biomedical members who have not yet responded to the attendance request sent via iStar. A reminder is sent to the member one week following the iStar notification.

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.

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

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 llevin@usc.edu

IRB 2: Yu Chung yuchung@usc.edu

IRB 3: Maria Brown mariatbr@usc.edu