Fred Hutch Cancer Center

Policy/Procedure

Institutional Review Board

Title:	IRO Website
Version:	1.00
Effective Date:	February 3, 2025
Responsible Office:	Institutional Review Office (IRO)
Responsible Official / Approved By:	Meghan Scott, IRO Director

POLICY STATEMENT

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

DEFINITIONS

IRO website:
> Centernet – Internal website https://centernet.fredhutch.org/u/iro.html and subpages
> Extranet – External website https://extranet.fredhutch.org/u/iro.html and subpages

Web Editor: IRO staff member responsible for website content

PRINCIPLES/OVERVIEW

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

INDIVIDUALS AFFECTED BY THIS POLICY

The contents of this policy apply to IRO staff, IRB members, employees of Fred Hutch and investigators from other institutions who submit research studies to the Fred Hutch IRB for review and approval.

PROCEDURES

1. **Content**

   The IRO website includes, at a minimum, the following content:
   - IRO policies
   - Forms as well as instructions for completing and submitting them
   - Links to national regulations, policies, and guidance
   - Information about human subjects and Good Clinical Practice training requirements and links to training opportunities
   - Information about the structure and function of the Fred Hutch IRB

   New or revised content may be suggested or drafted by IRO staff, IRB members, or Fred Hutch 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, 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.

   The IRO Director, Assistant Director, IRO QA Manager, and Business Analyst all have web editing and posting privileges.

SUPPORTING DOCUMENTS

None

REFERENCES

https://centernet.fredhutch.org/u/iro.html

https://extranet.fredhutch.org/u/iro.html

VERSION HISTORY

Version	Effective Date
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