

Latest information from the Fred Hutch Institutional Review Office

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IRB

Naming Documents in Hutch IRB

To help ensure IRB staff and IRB members can navigate your documents within Hutch IRB, please upload each document with a usable document name—one that not only helps identify the document but also is congruent with the document *title* once you open it. (The document file name will also appear on the approval letter for documents receiving an IRB stamp.)

When there are a number of similar documents, such as for studies with multiple surveys, communications, and/or recruitment documents, the best practice

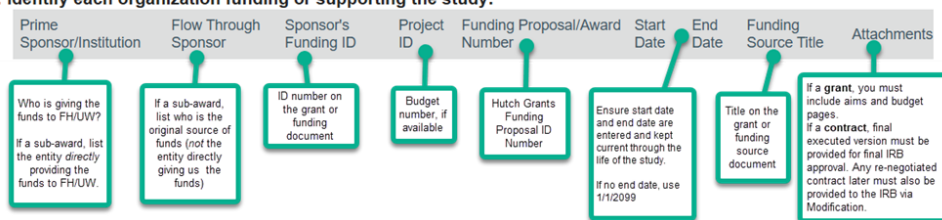
is to create a separate document providing a table with the file name, document title, brief description, version date, etc., to provide clarity on the documents presented.

Please also remember to use the system’s Update functionality, instead of removing an approved document and re-adding it. For Microsoft Word documents, the Update functionality enables the system to automatically present a tracked change version

Funding Sources in Hutch IRB

When adding a new funding source in Hutch IRB, please fill out as many fields on the funding page as applicable.

1. Identify each organization funding or supporting the study:



During preparation of any Modification, you should always check all funding in Hutch IRB to make sure it remains accurate and complete. Many questions go back to study teams to verify funding, so with any Mod please be sure you are:

1. Removing any expired funding
2. Updating end dates for any funding that has had an extension
3. Providing any updated executed contracts
4. Ensuring all fields are filled in accurately and completely

Additional reminders about funding:

- Identify each organization that will fund or support the study, including internal and external funding:
 - External funds include federally funded grants, industry contracts, foundation support, etc. If a contract, the final version must be provided to the IRB upon execution, and if any later negotiations occur, the updated final version must be added via Modification upon execution.
 - Internal funds (e.g., discretionary or departmental funds, gifts or donations, endowment support, royalties, etc.) must also be listed.
- Consider both monetary and non-monetary support, such as provision of study drug, equipment, facilities, or other non-monetary research support and include an entry for each.

If no funding is listed, you must answer the next question in Hutch IRB to provide rationale for how the research can be conducted without funding.

For additional details, see the [Funding Source Document \(FSD\) Review](#) webpage.

New Sources of Biospecimens or Information

When you have IRB approval for a study, please remember that you must obtain IRB approval prior to adding any new sources of biospecimens or information to the study. Just adding new funding that references the new sources is insufficient. The Modification Supplement form includes a section for you to address the new source:

7. Modification is obtaining information and/or specimens from **a new source**, other than what is provided to you directly by the enrolled human research participant:
- 7.a Provide name, address, institution/company, and a brief description of what information and/or biospecimens will be provided from each new source.

Name	Address	Institution/Company	Description
■	■	■	■
■	■	■	■

You will also need to attach a gatekeeper letter or formal use agreement (MTA/DUA) for the new source of biospecimens or information. Contact Business Development at bds@fredhutch.org to inquire about MTAs/DUAs.

IACUC

Hutch IACUC Upgrade Complete

The Hutch IACUC 10.5 upgrade launched yesterday, April 7, 2025! This was the first system upgrade since Hutch IACUC originally went live July 31, 2019. A summary of the major system changes is available [here](#).

Thank you to research teams for working with us through this transition. As a reminder, upon the first submission in the upgraded system (whether an Amendment or a Triennial), there will be some additional steps necessary to complete some new questions and verify migrated data. Please plan ahead for some additional time.

Training resources are available [here](#).

Support is offered 1:1 in person or over Teams. Contact IACUC@fredhutch.org to schedule.

Office hours are also available throughout the month. Visit the [IRO website](#) to obtain the Teams links.

- Tuesday, April 8, 1-2 PM
- Wednesday, April 9, 10-11 AM
- Starting the week of April 14, Tuesdays and Thursdays 1-2 PM

Biomedical Research Awareness Day: April 14

Fred Hutch's second annual celebration of Biomedical Research Awareness Day (BRAD) will be held on Monday, April 14, 2025 from 8:00 AM to 12:00 noon in Pelton Auditorium. BRAD highlights the importance of animal studies and demonstrates research organizations' commitment to providing excellent animal care. It also builds a research advocate community and showcases biomedical research and laboratory animal care and medicine careers. You can learn more about the international outreach of BRAD [here](#).

Check out the Fred Hutch BRAD booth across from Double Helix Café in Weintraub, with free swag and treats, from 9:00 am to noon!

This awareness day helps support our colleagues working in animal research. Professionals working with research animals want to help both people and animals. They care deeply for both the research animals and advancing science.

Compassion and Coffee

Join us for *Compassion & Coffee*, a series of informal gatherings designed to support those working with and caring for animals in research. As part of the Fred Hutch Compassionate Care program, these sessions offer a welcoming space to take a break, connect with each other, and share strategies for resilience and well-being.

Bring your lunch, and we'll provide the coffee and cookies! [RSVP requested](#) but not required.

Upcoming sessions: **April 24 and May 29 / 12 pm – 1 pm / room A3M-015.**



Fred Hutch IACUC and
Comparative Medicine
Compassionate Care Group
PRESENTS
**Compassion
and Coffee**

Last Thursday of the Month: 3/27, 4/24, 5/29
12:00pm – 1:00pm
Weintraub Building : A3M - 015
Bring your lunch and enjoy coffee and treats on us.

**Join for coffee, community,
and compassion.**

RSVP
encouraged



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