



Human Subjects

Office of Research

UNIVERSITY OF GEORGIA

Portal Training

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NEW PROJECT (PROJECT0000XXXX)



Human Subjects

Office of Research

UNIVERSITY OF GEORGIA

How to get there?

From the IRB Portal page, go to the **MEETINGS** and select the corresponding meeting date.

The screenshot displays the IRB portal interface. At the top, the header includes the Institutional Review Board logo and the text "UNIVERSITY OF GEORGIA". A navigation bar contains several tabs: "My Inbox", "Meetings", "Library", "SPA Access", and "Site Administration". A blue arrow points from the "MEETINGS" text in the instruction above to the "Meetings" tab in the navigation bar.

Below the navigation bar, there are two buttons: "Create Meeting" and "Create Committee". A "Shortcuts" section lists various links like "My Inbox", "Reports", "Help", "Study Submission Guide", "IRB Staff Guide", and "IRB Reviewer's Guide".

The main content area is divided into "Upcoming Meetings", "Past Meetings", and "Committees". A search filter is present with the text "Filter by Name" and a search input field. Below this is a table of meetings:

Name	State	Location	Time	Committee	Agenda Items
IRB 1 meeting on 9/16/2022 12:00 PM	Agenda Sent	Zoom Virtual Meeting	9/16/2022 12:00 PM	IRB 1	1
IRB 2 meeting on 10/5/2022 5:30 PM	Scheduled	Zoom Virtual Meeting	10/5/2022 5:30 PM	IRB 2	0
IRB 1 meeting on 10/21/2022 12:00 PM	Scheduled				
IRB 2 meeting on 11/2/2022 5:30 PM	Scheduled				
IRB 1 meeting on 11/18/2022 12:00 PM	Scheduled				
IRB 2 meeting on 12/7/2022 5:30 PM	Scheduled				
IRB 1 meeting on 5/20/2022 12:00 PM	Scheduled				
IRB 1 meeting on 12/9/2022 12:00 PM	Scheduled				

A blue arrow points from the second row of the table to a detailed view of the meeting. This view shows the "My Current Actions" sidebar with options like "Agenda Sent", "Administer Meeting", "Prepare Agenda", "Send Agenda", "Assign Reviewers", "Notify Reviewers", "Edit Meeting Attendance", "Confirm Attendance", "Decline Attendance", "Prepare Minutes", "Convene Meeting", and "Reschedule Meeting".

The main content of the meeting view includes the "My Current Actions" sidebar, the meeting details (IRB 1, Meeting Date & Time: 9/16/2022 12:00 PM, Agenda: Agenda for IRB 1 meeting on 9/16/2022 12:00 PM(0.03)), and a "Project Listing" table:

ID	Name	Execute Activity	Type	State	Principal Investigator	Agenda Item Determination
VERSION06091753	Version VERSION06091753 - Discerning Mechanisms Precipitating Cephalic Phase Response Attenuation	Execute Activity	Submission	Committee Review		

A blue arrow points from the instruction "Select the study for review." to the "Execute Activity" button in the Project Listing table.

Select the study for review.

New Project

From the study workspace, you may see the entire study in PDF by clicking **PRINT PROJECT**.

Institutional Review Board
UNIVERSITY OF GEORGIA

Hello, Maricia Dilan

My Inbox Meetings Library SPA Access Site Administration

Page for Staci Belcher > HR-pQCT Performance Study Admin View Help

Project Editor

HR-pQCT Performance Study ID: PROJECT00005603

Principal Investigator: Kindler Contacts: Belcher

Reviewer: Dilan Review Level:

Funding Source: No results found. Approved Date:

Committee: IRB 2 Expiration Date:

Review Category: Project Status: Deferred

Activities

- Submit Changes
- Submission Checklists
- Administration
- Send to Pre-Review
- Add Public Comment
- Add Internal Comment
- Add Additional Readers
- Submission PDF
- Take Snapshot

Documents

Draft	Category	Date Modified
Excludable Medical Conditions	Consent Form	5/6/2022 11:03 AM
Screening form	Consent Form	5/5/2022 3:34 PM
Consent form	Consent Form	5/11/2022 9:20 AM
Demographics questionnaire	Materials for Data Collection	5/5/2022 3:40 PM
Health History Questionnaire	Materials for Data Collection	5/5/2022 3:40 PM
Anthropometrics form	Materials for Data Collection	5/5/2022 3:46 PM
Scan protocol	Other	5/10/2022 7:55 PM
Scan protocol HRpQCT	Other	5/11/2022 11:38 AM
Email Script	Recruitment Materials	5/10/2022 2:43 PM
Flyer	Recruitment Materials	5/10/2022 2:44 PM
Follow up scripts	Recruitment Materials	5/10/2022 2:43 PM
Social Media Post	Recruitment Materials	5/10/2022 2:44 PM
Social Media Caption	Recruitment Materials	5/10/2022 2:44 PM
Classroom Script	Recruitment Materials	5/10/2022 2:44 PM

To see the reviewer's comments, click **VIEW PROJECT (top link)** or **VIEW DIFFERENCES**.
Note: Only the admins have the **EDIT PROJECT** link.

New Project (cont.)

PRINT PROJECT View (PDF Version)

Institutional Review Board
UNIVERSITY OF GEORGIA

Date: Thursday, September 8, 2022 4:12:09 PM

Print **Close**

PROJECT00005603 Project Basics

Project Basics

- Title of Study:
HR-pQCT Performance Study
- Principal Investigator:
Joseph Kindler
- Does the Principal Investigator have a financial interest related to this research?
 Yes No
- The Principal Investigator will receive all communications related to this project. Select one or more persons to receive the same communications or to have read access to the project even if they are not study team members (e.g., a project coordinator):

Name	Organization
Staci Belcher	FACS-Nutritional Sciences
- Are you requesting determination if your project meets the definition of human subjects research?
 Yes No
- Are you requesting determination if your project meets the criteria for developmental review?
 Yes No
- Will an external IRB across the IRB of record for this study?
 Yes No

PROJECT00005603 Project Funding

Project Funding

- Is the work described in this protocol, or the work described in the overarching project, funded by an external source?
 Yes No
- Compare the scope of the Human Subjects Activities included in the overall project to the activities described in this protocol submission.

Scroll down to see the other sections of the study.

PROJECT00005603 Recruitment Methods and Materials

Recruitment Methods and Materials

- Will you recruit individuals to take part in the study?
 Yes No
- Describe when, where, and how participants will be initially contacted:
Initial recruitment for this study will include the following:
 - Social media postings
 - University email list-serves
 - Webpage announcements
 - Classroom announcements (Dr. Kindler will NOT announce the study in his courses)
 - Bulletin board (campus and community) flyersInterested individuals will contact the study team to inquire into the study. If interested in determining eligibility for the study, potential participants will provide verbal consent indicating their intention to complete the screening questionnaire.
- Describe any follow-up recruitment (e.g. multiple attempts/contacts for the purpose of inviting someone to participate).
For individuals that contact the study team due to interest in participating in this study, these individuals will be contacted either by telephone or email. Subsequent recruitment contact will be made through these means, but only for individuals who indicate that they are interested in learning more about the study.
- Documents:

Document Category	Date Modified	Content URL
View Email Script	Recruitment Materials 5/10/2022	https://ovpr-click-prod.ovpr.uga.edu/irb/sd/Doc/0/1UF157CN78KP32FUQRf1380D4/5603_email.docx
View Flyer	Recruitment Materials 5/10/2022	https://ovpr-click-prod.ovpr.uga.edu/irb/sd/Doc/0/S1SL44BT7V3474IGU69A39AN66/5603_Flyer.png
View Follow up scripts	Recruitment Materials 5/10/2022	https://ovpr-click-prod.ovpr.uga.edu/irb/sd/Doc/0/CJLJIF8A3H7KR0M30EJJCUM4FF5/5603_fu_scripts.docx
View Social Media Post	Recruitment Materials 5/10/2022	https://ovpr-click-prod.ovpr.uga.edu/irb/sd/Doc/0/7P6Q4RQ1C2LK3F6R19026H5L3E/5603_Social%20Media.png
View Social Media Caption	Recruitment Materials 5/10/2022	https://ovpr-click-prod.ovpr.uga.edu/irb/sd/Doc/0/8K1SDUEUB1T4N2FM001A6M179C/5603_socialmediacaption.docx
View Classroom Script	Recruitment Materials 5/10/2022	https://ovpr-click-prod.ovpr.uga.edu/irb/sd/Doc/0/MIIRT24R6RG94579IMF06F50S0F/5603_classroom.docx

PROJECT00005603 Consent Process and Materials

Consent Process and Materials

- Select the applicable option(s) below to describe the consent process/es for this study:

Option	Description:
Informed consent will be obtained and documented	The consent process includes all elements of consent and participants will sign a consent document.

You will be required to attach consent documentation on question #4 below before submitting

Click **Print** or click **Close** to go back to the study workspace.

You should be able to open the **attachment** from Print Project View.

New Project (cont.)

View Project or View Differences

The screenshot shows a web application interface for 'Consent Process and Materials'. On the left is a navigation menu with items like 'Project Funding', 'Study Team Members', 'Training Records', 'Study Scope', 'External Sites', 'Deception or Incomplete Disclosure', 'Exempt Categories', 'Human Research Participants', 'Vulnerable and Special Populations', 'Recruitment Methods and Materials', 'Consent Process and Materials', 'Research Design, Methods and Procedures', and 'Data Collection Materials'. The 'Study Scope' and 'Documents' items are circled in blue. The main content area is titled 'Consent Process and Materials' and contains several sections: 1. Select the applicable option(s) below to describe the consent process/es for this study. 2. Describe how, where and when informed consent will be obtained from research participants. 3. Consent Forms. 4. Documents. A table lists documents, including 'Hannon Consent_Letter_Exempt (FPDM survey)'. A 'Differences' section shows a change by Jeffrey Hannon. Two pop-up windows are shown: 'Change History' and 'Reviewer Notes'. The 'Reviewer Notes' window shows a thread with a reviewer's comment and a response from Jeffrey Hannon.

Study Scope (circled in blue)

Documents (circled in blue)

Change History

- Jeffery Hannon modified 2 months ago version 1.0 (Submit)
Added: Project is Exempt
Removed: Data/Tissue Repository
- Jeffery Hannon modified 2 months ago version 1.0 (Submit)
Added: Internet Research
- Jeffery Hannon modified 3 days ago version 1.10 (Clarifications Returned)
Added: Deception, concealment, or incomplete disclosure

Reviewer Notes

Review

Enter text here

Response Required Attach Files OK

Drop files in the text area to upload


Maricia Dilan posted 7 days ago Edit • Delete

Hide Replies • Resolve this thread

Jeffery Hannon posted 3 days ago Edit • Delete

I have checked the "deception and concealment" box.

The **VIEW DIFFERENCES** view will allow you to see the sections of the protocol on the left-hand side of the study along with the reviewer's comments, which can be found on the **orange message icon**  Click it to see more.

PI's response can also be viewed here. When the reviewer is satisfied with the changes made, the thread can be closed and a **green check mark**  will appear.

Modification Request/Submission

Modification can be:

1. Continuing Review
2. Modification and Continuing Review
3. Study Team Changes
4. Other Changes not including Study Team
5. Study Team and Other Changes

NOTE:

1. The **old system** of the IRB Portal begins with **MOD** in its ID (e.g., MOD00001122) and the **STUDY** for Parent ID (e.g., STUDY00003344).
2. The **new system** begins with **VERSION** in its ID (e.g., VERSION00001122) and the **PROJECT** for Parent ID (e.g., PROJECT00003344).

MODIFICATION

(VERSION0000XXXX)

(New System)

MODIFICATION - VERSION

Modification and/or Continuing Review (Changes to Study Team Members or other Sections of the Protocol)

Institutional Review Board
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My Inbox Meetings Library SPA Access Site Administration

Page for Katrina Heidinger > Version VERSION00001814 - PACE-VIP: A Physical Activity Intervention for Visually Impaired Young Adults

Project Editor
Edit Project
Print Project
View Differences

Activities
Discard
Request Clarifications
Submit Pre-Review
Withdraw
Assign to SME
Submission Checklists
Administration
Re-assign
Add Public Comment
Add Internal Comment
Add Additional Readers
Submission PDF
Take Snapshot

Version VERSION00001814 - PACE-VIP: A Physical Activity Intervention for Visually Impaired Young Adults ID: VERSION00001814

Principal Investigator: Kirk Contacts: Yli-Piipari
Reviewer: Dilan Review Level: Expedited
Funding Source: Approved Date:
Committee: Expiration Date:
Review Category: Project Status: Pre-Review

Draft	Category	Date Modified
SCREENING QUESTIONNAIRE	Consent Form	6/3/2022 5:02 PM
INFORMED CONSENT	Consent Form	6/15/2022 11:12 AM
PAR-Q	Consent Form	6/3/2022 5:02 PM
INTERVIEW GUIDE	Materials for Data Collection	6/3/2022 5:54 PM
PIKE	Materials for Data Collection	6/3/2022 5:50 PM
BREQ-3	Materials for Data Collection	6/3/2022 5:47 PM
BODY COMPOSITION	Materials for Data Collection	6/3/2022 5:48 PM
SAMPLE SESSION PLAN	Materials for Data Collection	6/3/2022 6:02 PM
RPE Word	Materials for Data Collection	6/3/2022 5:49 PM
WEBSBS	Materials for Data Collection	6/3/2022 5:54 PM
RPE Borg	Materials for Data Collection	6/3/2022 5:49 PM
IRAQ SF	Materials for Data Collection	6/3/2022 5:52 PM
ATTENDANCE	Materials for Data Collection	6/3/2022 5:48 PM
Participant record of payment	Other	6/15/2022 12:39 PM

Institutional Review Board
UNIVERSITY OF GEORGIA

Date: Thursday, September 8, 2022 10:27:22 PM

VERSION00001814 Revision Purpose

Version Purpose

* Purpose: Modification

VERSION00001814 Modification Scope

Modification Scope

* Scope: Study Team Changes

VERSION00001814 Modification Information

1 * Enrollment Status: Study enrollment not started
2 Data Collection Status: There are no items to display
3 Subject Notification: There are no items to display
4 * Summary Of Changes: Adding research assistants to study team. Research assistants will be responsible for providing hands-on instruction to participants as well as assisting with data collection procedures.

VERSION00001814 Update Study Team Members

Study Team Members

1 Identify each UGA faculty, staff, or student who will be engaged in the conduct of human research. Do not select the PI again

Institutional Review Board
UNIVERSITY OF GEORGIA

Date: Thursday, September 8, 2022 10:33:27 PM

VERSION00001799 Revision Purpose

Version Purpose

* Purpose: Continuing Review

VERSION00001799 Continuing Review Progress Report

Continuing Review Progress Report

Subjects Enrolled	Total Since Beginning of Study	Since Last Approval Study-Wide
At this investigator's sites (see Help on right)	4109	0
Study-wide (see Help on right)	4109	

1. Study Enrollment Totals

2. Research milestones: (select all that apply--read Help on right for Long Term Follow up)
Study is permanently closed to enrollment OR was never open for enrollment

Last Approval refers to the last approval for continuation or the initial approval of the study, whichever was most recent. So the number reported "Since Last Approval Study-Wide" should be the number of participants accrued for the previous 365 days, while the Total Since Beginning should be the number reported at the last approval plus what has accrued for the past 365 days. If there are no non-UGA collaborating institutions or sites, the number for Investigator Site and Study Wide will be the same.

Note: If you want to close an Exempt study or the Exempt study must be closed per UGA IRB policy

To see the submission in PDF, go to **PRINT PROJECT**.

This will only give you the short modification form but not the entire study, unless the PI requested for changes other than the study team. To see the entire study, you will go to the **Parent Study**.

MODIFICATION - VERSION

Version Purpose: Continuing Review

From the study workspace, click **View Differences** and it will take you inside the modification form like this.

Institutional Review Board
UNIVERSITY OF GEORGIA

You Are Here: FACHS Umbrella Study > Version VERSION0001799 - FACHS

Reading: VERSION0001799

Version Purpose

Purpose Continuing Review

Continuing Review Progress Report

1. Study Enrollment Totals

Subjects Enrolled	Total Since Beginning of Study	Since Last Approval Study-Wide
	4195	0

At this investigator's sites (see Help on right)

Anita Brown - modified 8 days ago - version 11.0 (Submitt)	Anita Brown - modified 8 days ago - version 11.0 (Submitt)
Old Value: [None]	Old Value: [None]

Study-wide (see Help on right)

Anita Brown - modified 8 days ago - version 11.0 (Submitt)
Old Value: [None]

2. Research milestones (select all that apply—read Help on right for Long Term Follow up)

Study is permanently closed to enrollment OR was never open for enrollment
All subjects have completed all study-related interventions OR not applicable (e.g., study did not include interventions, no subjects were enrolled)
Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)

Exit

This items in the boxes are the old value and/or the changes made by the researchers.

Remaining study activities are limited to analysis of private identifiable data

Differences

- Anita Brown - modified 8 days ago - version 11.0 (Submitt)
Added: Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)
- Anita Brown - modified 8 days ago - version 11.0 (Submitt)
Added: Study is permanently closed to enrollment OR was never open for enrollment
- Anita Brown - modified 8 days ago - version 11.0 (Submitt)
Added: All subjects have completed all study-related interventions OR not applicable (e.g., study did not include interventions, no subjects were enrolled)
- Anita Brown - modified 8 days ago - version 11.0 (Submitt)
Added: Remaining study activities are limited to analysis of private identifiable data

Important! If the first four research milestones above are complete, the study will be closed to discontinue IRB oversight.

3. Do any investigators or research staff have a financial interest related to the research that was not described in a previous application? Yes No

Anita Brown - modified 8 days ago - version 11.0 (Submitt)
Old Value: [None]

4. REPORTABLE NEW INFORMATION

Check the items that are true since the last IRB continuing review for all sites involved in the study.

There are no items to display.

Regarding the above items, all problems that require prompt reporting to the IRB have been submitted. Yes No

If the problems were reported, choose the RMI submission(s) associated with the report of the items above.

Name	ID	Created Date
There are no items to display.		

If any boxes are marked but not previously reported, submit the RMI immediately.

WITHDRAWAL / ATTRITION

Subjects withdraw from the study or were lost to follow-up? Yes No

How many subjects withdrew/were lost to follow up?

Briefly describe the reasons for withdrawal

If this is the first request for continuing review, report any items that are true since implementing the study.

Discuss reference the IRB Policy and Procedures Reporting Events and Information to the IRB in the IRB Library for more information regarding problems that require prompt reporting to the IRB.

Exit

MODIFICATION – VERSION (cont.)

Version Purpose: Modification

From the study workspace, click **View Differences** and it will take you inside the modification form like this.

Revision Purpose

Modification Scope

Modification Information

Project Basics

Project Funding

Study Scope

Human Research Participants

Vulnerable and Special Populations

Recruitment Methods and Materials

Consent Process and Materials

Waiver of Informed Consent

Research Design, Methods and Procedures

Version Purpose

* Purpose Modification

Modification Scope

- Scope Other Changes - Not Including Study Team

Modification Information

1. Enrollment Status Study is permanently closed to enrollment
2. Data Collection Status All subjects have completed all study-related intervention. Collection of private identifiable information is complete
3. Subject Notification There are no items to display
4. Summary Of Changes We would like to gather additional demographic/particular to research staff via password protected files. Upon link **Unchecked "Informed consent will be collected"**
Waiver of informed consent was completed
Added the above to "Research Design, methods, and pro

Targeted Population	Targeted Gender	Age or Age Range	Total Number / Range
general healthy population	n/a	18-65	150

Differences

- Kirby Rodriguez • modified 13 days ago • version 1.5 (Clarifications Returned)
Changed: ID0031411

Inclusion Criteria - If there are multiple targeted populations, identify the criteria for each. The research will be held within the University of Georgia Athens campus. The participation will be strictly based on a voluntary basis and will be recruited primarily on campus conducting from friends and colleagues. Participants may be recruited by fliers, or on the street near the sensory lab and/or food science building. **Inclusion criteria include: 18-65 years old, generally healthy population, not taking any medication (e.g., blood thinners, antidepressants, antibiotics, etc.) in the past 30 days, and no allergies to avoid.**

Exclusion Criteria - If there are multiple targeted populations, identify the criteria for each. **Panelist who does not agree with the consent form. Individuals who have had a recent (~~30~~ 14) days prior to enrollment to alcohol, tobacco, marijuana, or any other substance use. Individuals who are pregnant or breastfeeding, or are allergic to any of the ingredients in the samples. Individuals who are sensitive to any of the ingredients in the samples. Individuals who are pregnant or breastfeeding, or are allergic to any of the ingredients in the samples. Individuals who are sensitive to any of the ingredients in the samples. Individuals who are pregnant or breastfeeding, or are allergic to any of the ingredients in the samples.**

Eligibility Criteria - Describe how potential participants will be initially identified and how eligibility will be determined. **Panelists will initially be shown a consent form to determine if they would like to participate and have any allergies. If the panelist has any allergies mentioned, they will be excluded from the panel room. Panelists will be shown a consent form to determine if they would like to participate and have any allergies. If the panelist has any allergies mentioned, they will be excluded from the panel room.**

Exclusion Justification - If the research will exclude a particular gender or minority group, provide justification. **Researchers will exclude those who have any allergies found in the products. Researchers will also exclude those on any of the types of medication indicated. Excluding those with allergies to the products and those on medication will help to eliminate injury resulting from consuming the product.**

Exit

Pay attention to the Modification Scope. In this example, the scope is **Other Changes – Not Including Study Team**

This will show more sections of the modification form compare to just the study team changes.

The **pencil icon** means that there was a change made on that particular section. The statements highlighted in **green** are **new** while the **deleted** statements are **red**.

Looking for the Parent Study - Version

From the Version workspace, scroll down and the **Parent Study** can be found at the bottom of the page.

Institutional Review Board
UNIVERSITY OF GEORGIA

Hello, Maricia Dilan

Page for Katrina Naidlinger > Version VERSION00001795 - Children's Dietary Recall Accuracy by Body Mass Index and Quantification Type: A Pilot Study at the Georgia 4-H Rock Eagle Center with Cloverleaf Campers

Version VERSION00001795 - Children's Dietary Recall Accuracy by Body Mass Index and Quantification Type: A Pilot Study at the Georgia 4-H Rock Eagle Center with Cloverleaf Campers

ID: VERSION00001795

Principal Investigator: Gallo Contacts: Belcher
Reviewer: Dilan Review Level: Expedited

Funding Source	Category	Last Finalized
Checklist for Quality Control for Interviews: Quantified	Materials for Data Collection	12/9/2021 1:46 PM
Checklist for Inter-Observer Reliability	Materials for Data Collection	12/9/2021 1:42 PM
Diet Recall Form Non Quantified	Materials for Data Collection	12/9/2021 1:42 PM
Meal Observation Record Sheet	Materials for Data Collection	12/9/2021 1:43 PM
Protocol for Inter-Observer Reliability (IOR)	Materials for Data Collection	12/9/2021 1:44 PM
Protocol for meal observation	Materials for Data Collection	12/9/2021 1:45 PM
Checklist for Quality Control for Interviews: Non-Quantified	Materials for Data Collection	12/9/2021 1:46 PM
Clarifications 1.19	Other	1/25/2022 9:20 AM
Suzanne Baxter research activities	Other	12/9/2021 1:43 PM
Study Flyer	Recruitment Materials	12/13/2021 11:05 AM

Final Document	Category	Last Finalized
Child Assent.pdf	Consent Form	1/26/2022 11:35 PM
Parent Consent Form.pdf	Consent Form	1/26/2022 11:35 PM

History Meetings Versions Progress Reports Project Log Submission History Table Reviews Snapshots

Filter by Activity Enter text to search Add Filter Clear All

Activity	Author	Activity Date
Submit Changes	Gallo, Sina	9/8/2022 5:12 PM
Notify PI to Submit	Belcher, Staci Lynne	9/8/2022 4:44 PM
Request Clarifications	Dilan, Maricia	9/6/2022 11:05 AM
Dear Study Team,		
Please address the comments in the Consent Process section then resubmit once done so we can proceed with the review process. Please let me know if you have any questions. Thank you!		
Marie		
Submit	Gallo, Sina	9/1/2022 9:55 AM
Notify PI to Submit	Belcher, Staci Lynne	9/1/2022 8:30 AM
Version Created	Belcher, Staci Lynne	8/30/2022 3:30 PM
Created from Project: PROJECT00004764		

Looking for the Parent Study – Version (cont.)

To know that you are in the **Parent Study**, the ID starts with **PROJECT0000XXXX**.

The screenshot displays the IRB system interface. At the top, the Institutional Review Board logo for the University of Georgia is visible, along with the user name 'Hello, Marcia Dilan'. The main navigation bar includes 'My Inbox', 'Meetings', 'Library', 'SPA Access', 'Site Administration', and 'Help'. The current page title is 'Page for Staci Belcher > Children's Dietary Recall Accuracy by Body Mass Index and Quantification Type: A Pilot Study at the Georgia 4-H Rock Eagle Center with Cloverleaf Campers'. The project title is 'Children's Dietary Recall Accuracy by Body Mass Index and Quantification Type: A Pilot Study at the Georgia 4-H Rock Eagle Center with Cloverleaf Campers'. The project ID is 'PROJECT00004764', which is circled in blue. The 'History' tab is selected, showing a list of activities. The 'Documents' section on the left lists various documents, including 'Draft', 'Child Assent', 'Parent Consent Form', 'Consent Video Script', 'USC IRB Clarification', 'Height and Weight data collection sheet', 'Checklist for Quality Control for Interviews', 'Diet Recall Form Quantified', 'Protocol for meal observation', 'Protocol for non-quantified interview', 'Protocol for quantified interview', 'Meal Observation Record Sheet', and 'Protocol for Inter-Observer Reliability (IOR)'. The 'Activities' table shows the following data:

Activity	Author	Activity Date
Create Version	Belcher, Staci Lynne	8/30/2022 3:30 PM
Created New Version: VERSION00001795		
Document Sync	Queen, Jennifer	5/23/2022 6:54 PM
Take Snapshot	Queen, Jennifer	5/23/2022 6:54 PM
Snapshot: 4.1		
Version Approved	Queen, Jennifer	5/23/2022 6:54 PM
Project updated with changes from VERSION00001574		
• Purpose: Modification		
• Scope: Study Team Changes		
Create Version	Belcher, Staci Lynne	5/16/2022 2:06 PM
Created New Version: VERSION00001574		
Document Sync	Haggard, Aisha	4/21/2022 12:47 PM
Take Snapshot	Haggard, Aisha	4/21/2022 12:47 PM
Snapshot: 3.1		
Version Approved	Haggard, Aisha	4/21/2022 12:46 PM
Project updated with changes from VERSION00001466		
• Purpose: Modification		
• Scope: Study Team Changes		
Create Version	Belcher, Staci Lynne	3/18/2022 1:44 PM
Created New Version: VERSION00001466		
Send Letter	Freeman, Jennifer	1/27/2022 11:40 AM
Correspondence_for_PROJECT00004764.doc.pdf		
Prepare Letter	Freeman, Jennifer	1/26/2022 11:54 PM
Correspondence_for_PROJECT00004764.doc.pdf		
Prepare Letter	Freeman, Jennifer	1/26/2022 11:52 PM
Correspondence_for_PROJECT00004764.doc.pdf		
Finalize Documents	Freeman, Jennifer	1/26/2022 11:35 PM
Submit Review	Freeman, Jennifer	1/26/2022 11:35 PM

From the main page, scroll down to see the project history.

Looking for the Parent Study – Version (cont.)

From the **Parent Study's** main page, scroll down and click each tab to see more.

ID	Name	Project State	Meeting Date and Start Time	Assigned Reviewers
Mee00000123	IRB 2 meeting on 9/4/2019 5:30 PM	Meeting Complete	9/4/2019 5:30 PM	Bob Elkins John Norris Lisa Renzi-Hammond Randall Tackett Gerald Crites
Mee00000121	IRB 2 meeting on 8/7/2019 5:30 PM	Meeting Complete	8/7/2019 5:30 PM	Kimberly Fowler Gerald Crites Lisa Renzi-Hammond John Norris Bob Elkins Kimberly Fowler Antonio Petruzzella

The **Meeting** tab shows when the study was reviewed by the board as well as the assigned reviewers.

The **Versions** tab show all the modifications submitted.

ID	Name	Project State
VERSION0000160	Version VERSION0000160 - Influenza vaccination in HIV+ populations	Approved
VERSION0000191	Version VERSION0000191 - Influenza vaccination in HIV+ populations	Approved
VERSION0000226	Version VERSION0000226 - Influenza vaccination in HIV+ populations	Approved
VERSION0000232	Version VERSION0000232 - Influenza vaccination in HIV+ populations	Approved
VERSION0000552	Version VERSION0000552 - Influenza vaccination in HIV+ populations	Approved
VERSION0000744	Version VERSION0000744 - Influenza vaccination in HIV+ populations	Discarded
VERSION0001052	Version VERSION0001052 - Influenza vaccination in HIV+ populations	Approved
VERSION0001113	Version VERSION0001113 - Influenza vaccination in HIV+ populations	Discarded
VERSION0001688	Version VERSION0001688 - Influenza vaccination in HIV+ populations	Draft
VERSION0001752	Version VERSION0001752 - Influenza vaccination in HIV+ populations	Committee Review

10 items < page 1 of 1 >

Pre Review	
Date Submitted:	Thu Jul 4 00:00:00 EDT 2019
Regulatory Oversight:	
Research Type:	
Documents:	No Documents found
Committee Review	
Committee:	IRB 2
Determination Type:	Approved
Approval Date:	Wed Sep 4 00:00:00 EDT 2019
Effective Date:	Mon Sep 30 00:00:00 EDT 2019
Risk Level:	Greater than minimal risk
Tribal Authority:	
Special Determinations: N/A	

The **Reviews** tab show the IRB determination (e.g. level of review – Full, Expedited, Exempt), level of risk (minimal or greater than minimal), dates reviewed.

MODIFICATION – VERSION (cont.)

The **Project Log** from the study workspace (study main page) will also show the detailed changes.

Click the Track changes to see more.

View More Details

Institutional Review Board
UNIVERSITY OF GEORGIA

My Inbox Meetings Library SPA Access Site Administration

Page for Katrina Neidinger > Version VERSION0001795 - Children's Dietary Recall Accuracy by Body Mass Index and Quantification Type: A Pilot Study at the Georgia 4-H Rock Eagle Center with Cloverleaf Campers

Track Changes

Property	Old Value	New Value
dateActivated	12/31/1799	12/31/2499
dateExpired	12/31/2499	12/31/2499
Submission	VERSION0001795	VERSION0001795
activityType	_Submission_TrackChanges	_Submission_TrackChanges
owner	Staci Belcher	Staci Belcher
author	Staci Belcher	Staci Belcher
name	Track Changes	Track Changes

Submission mod Summary Of Changes

Added the above to "Research Design, methods, and procedures", question 2: "provide participant data as needed to UGA study team"

Added the above to "Research Design, methods, and procedures", question 2: "provide participant data as needed to UGA study team"

Added elements:

- Sina Gallo
- Staci Belcher

A comparison of the current and previous versions will be viewed here. The statement highlighted in green were added to the new version.

MODIFICATION

(MOD0000XXXX)

(Old System)

Modification - MOD

The old system will start with **MOD000XXXX** for modification (and **STUDY000XXXX** for Parent Study). The top link will say **Read Permission** in your workspace.

Institutional Review Board
UNIVERSITY OF GEORGIA

Hello, Maricia Dilan

My Inbox Meetings Library SPA Access IRB

IRB Meetings IRB Reports IRB Settings

IRB > #MVMNT Study > #MVMNT Study Admin View Help

Submission Options **#MVMNT Study** Protocol ID#MOD00009994

Edit Submission
Printer View
View Differences

Study Team Actions
Withdraw
Discard
Assign Primary Contact
Manage Guest List
Add Comment

All Study Activities
Modification and Continuing Review Actions
Report Problem or Adverse Event Actions
IRB Reviewer Actions
Protocol Activities

PI: Nathan Hansen
Submission Type: Modification and Continuing Review
IRB Coordinator: Maricia Dilan
Review Category:
Approved Date:
Expiration Date:

Primary Contact: Sally K. Kiewski
Detailed State: Complete Review
Parent Protocol: **STUDY00005145**
2018 Settings Enabled: false
Begin Date:
External IRB Information:
External IRB Expiration Date:

Documents

uga_irbSub_docDisplay

Draft	Category	Date Modified
Correspondence_for_MOD00006785.docx		5/17/2019 9:51 AM
UGA MVMNT Consent July 2019	Consent Form	7/22/2019 2:51 PM
MVMNT consent form Online March 2020.docx	Consent Form	3/1/2020 11:26 AM
MVMNT in person consent 4.2020.docx	Consent Form	4/29/2020 11:59 PM
MVMNT consent form March 2020.docx	Consent Form	3/1/2020 11:25 AM
MVMNT consent form Online 3.31.2022 v2.docx	Consent Form	3/31/2022 2:14 PM
MVMNT Consent form November 2019	Consent Form	11/26/2019 1:25 PM
MVMNT consent form Online 9.15.2020.docx	Consent Form	9/16/2020 10:14 AM
Yale UGA Single Consent 8.25.2020	Consent Form	8/25/2020 2:56 PM
MVMNT consent form Online 7.29.2021.docx	Consent Form	7/29/2021 11:09 AM

All other actions such as **PRINT VIEW** and **VIEW DIFFERENCES** will be the same as the new system.

**Adding Comments to
Study for Review in the IRB Meeting
(PROJECT0000XXXX or VERSION0000XXXX)
(New System)**

Adding Comments to the New Project or Version (New System)

Institutional Review Board
UNIVERSITY OF GEORGIA

Page for Katrina Neidlinger > Version VERSION00001753 - Discerning Mechanisms Precipitating Cephalic Phase Response Attenuation

Project Editor

Version **VERSION00001753 - Discerning Mechanisms Precipitating Cephalic Phase Response Attenuation** ID: VERSION00001753

Principal Investigator: Cooper **Contacts:** Cogan
Reviewers: Dilan **Review Level:**
Funding Source: **Approved Date:**
Committee: **Expiration Date:**
Review Category: **Project Status:** Committee Review

Documents

- Draft
- Consent Form
- Telephone Eligibility Screening Consent Form
- Food List
- Screening Form
- Take Home Document
- AUDIT Questionnaire
- Hedonic Liking Scale_Buffet Meal
- Buffet Meal Instructions
- Visual Analogue Scale: Appetite
- The Power of Food Scale
- Catheter/Acupuncture/Emergency Procedures
- Data Collection Sheet: Visit 2-5
- Food Frequency Questionnaire
- Bod Pod SOP

Add Committee Member Review Comment

1 Notes:

2 Checklists:

+ Add

Name	Description
There are no items to display	

3 Supporting Documents:

+ Add

Name	Description
There are no items to display	

OK Cancel

Materials for Data Collection 9/30/2019 10:59 AM

Click on **ADD COMMITTEE REVIEW COMMENTS**.

Reviewing Comments - New Project or Version (New System)

The screenshot displays the Institutional Review Board (IRB) system interface for the University of Georgia. The main page is titled "Version VERSION0001753 - Discerning Mechanisms Precipitating Cephalic Phase Response Attenuation" and includes a sidebar with navigation options like "Project Editor", "Activities", and "Documents". A pop-up window titled "Review Committee Member Comments" is open, showing a table of reviewer comments and supporting documents. The table has columns for Reviewer, Reviewer Notes, Checklists, Supporting Documents, and Date Completed. The reviewer Maricia Dilan has provided a comment and several attachments, including a checklist and consent forms. The pop-up window also features "OK" and "Cancel" buttons at the bottom.

Principal Investigator: Cooper **Contacts:** Cogan
Reviewers: Dilan **Review Level:**
Funding Source: **Approved Date:**
Committee: **Expiration Date:**
Review Category: **Project Status:** Committee Review

Documents

- Draft
- Consent Form
- Telephone Eligibility Screening Consent Form
- Food List
- Screening Form
- Take Home Document
- AUDIT Questionnaire
- Hedonic Liking Scale_Buffet Meal
- Buffet Meal Instructions
- Visual Analogue Scale: Appetite
- The Power of Food Scale
- Catheter/Venipuncture/Emergency Procedures
- Data Collection Sheet: Visit 2-5
- Food Frequency Questionnaire
- Bod Pod SOP

Reviewer	Reviewer Notes	Checklists	Supporting Documents	Date Completed
Maricia Dilan	Revised Line Numbered assent and consent forms are attached along with the response to deferral. The checklist for Research Involving Children is also attached for review by each IRB member prior to the meeting.	5043_CHECKLIST - 416 - Research Involving Children_v1.docx(0.01)	Response To Deferral 8.5.22_FINAL (1).docx(0.01) Assent_DORRYW3_8.3.22 (LineNumbered).docx(0.01) Consent_DORRYW3_Primary_7.29.22_CH (LineNumbered).docx(0.01) Consent_DORRYW3_SecondaryCaregiver_7.29.22_CH (LineNumbered).docx(0.01)	8/10/2022
		Materials for Data Collection		9/9/2021 5:07 PM
		Materials for Data Collection		9/30/2019 1:06 PM
		Materials for Data Collection		9/30/2019 10:59 AM

Click on **REVIEW COMMITTEE MEMBERS COMMENTS** to see comments and attachments.

**Adding Comments to
Study for Review in the IRB Meeting
(MOD0000XXXX)
(Old System)**

Adding Comments to Mod (Old System)

All actions will be in **IRB Reviewer Actions** button.

The screenshot displays the IRB system interface for the '#MVMNT Study'. The top navigation bar includes 'My Inbox', 'Meetings', 'Library', 'SPA Access', and 'IRB'. The main content area shows 'Submission Options', 'Study Team Actions', and a list of documents under 'uiga_irbSub_docDisplay'. A sidebar on the left contains various actions, with 'Add Review Comments' and 'IRB Reviewer Actions' highlighted by blue arrows. A modal dialog box titled 'Add Review Comments' is open, showing a text area for notes and sections for checklists and supporting documents. The 'IRB Reviewer Actions' button in the sidebar is circled in red.

Submission Options

- Edit Submission
- Printer View
- View Differences

Study Team Actions

- Withdraw
- Discard
- Assign Primary Contact
- Manage Guest List
- Add Comment

IRB Reviewer Actions

uiga_irbSub_docDisplay

Document Name	Consent Form	Expiration Date
Correspondence_for_MOD00006785.docx		
USA MVMNT Consent July 2019		
MVMNT consent form Online March 2020.docx		
MVMNT in person consent 4.2020.docx		
MVMNT consent form March 2020.docx		
MVMNT consent form Online 3.31.2022 v2.docx		
MVMNT consent form November 2019		
MVMNT consent form Online 9.15.2020.docx		
Yale USA Single Consent 8.25.2020		
MVMNT consent form Online 7.29.2021.docx	Consent Form	7/29/2021 11:09 AM
MVMNT consent form July 2019 v2	Consent Form	7/23/2019 1:48 PM
MVMNT consent form Online 4.29.2020.docx	Consent Form	4/29/2020 11:58 PM

Reviewing Comments to Mod (Old System)

To see other member's comments, scroll down from the study page and click on the **IRB Reviews tab**.

History	Project Contacts	IRB Assignment Details	IRB Reviews	Snapshots	Detailed History																				
<table border="1"> <tr> <td colspan="3"> Current Submission - MOD00009894 Pre-Review Date submitted: 8/18/2022 7:45 AM -04:00 Regulatory oversight: HHS (Department of Health and Human Services) Special determinations: Risk level: No greater than minimal risk Type of research: Social / behavioral / educational Missing materials: Final contingencies: Supporting documents: </td> <td colspan="3"> Parent Submission - STUDY00005145 Pre-Review Date submitted: 3/18/2022 9:26 AM -04:00 Regulatory oversight: HHS (Department of Health and Human Services) Special determinations: Risk level: No greater than minimal risk Type of research: Social / behavioral / educational Missing materials: Final contingencies: Supporting documents: </td> </tr> <tr> <td colspan="3"> No Designated Review Found </td> <td colspan="3"> Designated Review Date submitted: 1/1/1800 Determination: Approved Review Level: Exempt Categories: Expedited Categories: Special Determinations and Waivers: Approval Date: 5/5/2020 Effective Date: 4/6/2022 Last Day of Approval Period: 9/2/2022 Modifications Required: Notes: Supporting Documents: </td> </tr> </table>						Current Submission - MOD00009894 Pre-Review Date submitted: 8/18/2022 7:45 AM -04:00 Regulatory oversight: HHS (Department of Health and Human Services) Special determinations: Risk level: No greater than minimal risk Type of research: Social / behavioral / educational Missing materials: Final contingencies: Supporting documents:			Parent Submission - STUDY00005145 Pre-Review Date submitted: 3/18/2022 9:26 AM -04:00 Regulatory oversight: HHS (Department of Health and Human Services) Special determinations: Risk level: No greater than minimal risk Type of research: Social / behavioral / educational Missing materials: Final contingencies: Supporting documents:			No Designated Review Found			Designated Review Date submitted: 1/1/1800 Determination: Approved Review Level: Exempt Categories: Expedited Categories: Special Determinations and Waivers: Approval Date: 5/5/2020 Effective Date: 4/6/2022 Last Day of Approval Period: 9/2/2022 Modifications Required: Notes: Supporting Documents:										
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Thank you!