



Reviewers may find it useful to see earlier versions of a protocol, an earlier amendment, or a continuing review.

The base/core protocol is the one initially approved. It is revised each time an amendment or renewal is approved to the study. These are incorporated into the core protocol, so the protocol is updated after each approval. The new updated protocol is the latest version shown in the system when searching under the protocol number. However all of the other versions can be seen.

Each amendment and each continuing review can be seen in the system as a separate protocol version. Each time the protocol, amendment or continuing review is sent back for revisions, each revision version is also kept. So the versions under any given protocol can be extensive. The best advice is to look at the dates to find the one you wish to view. If further assistance or clarification is required, please contact the ORIC at 304-293-7073, or at [IRB@mail.wvu.edu](mailto:IRB@mail.wvu.edu).

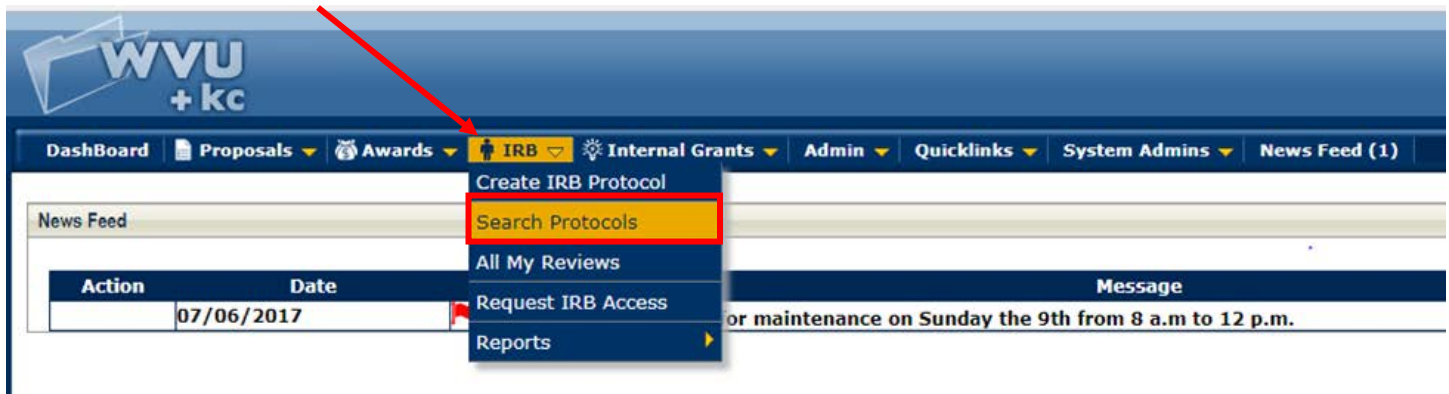
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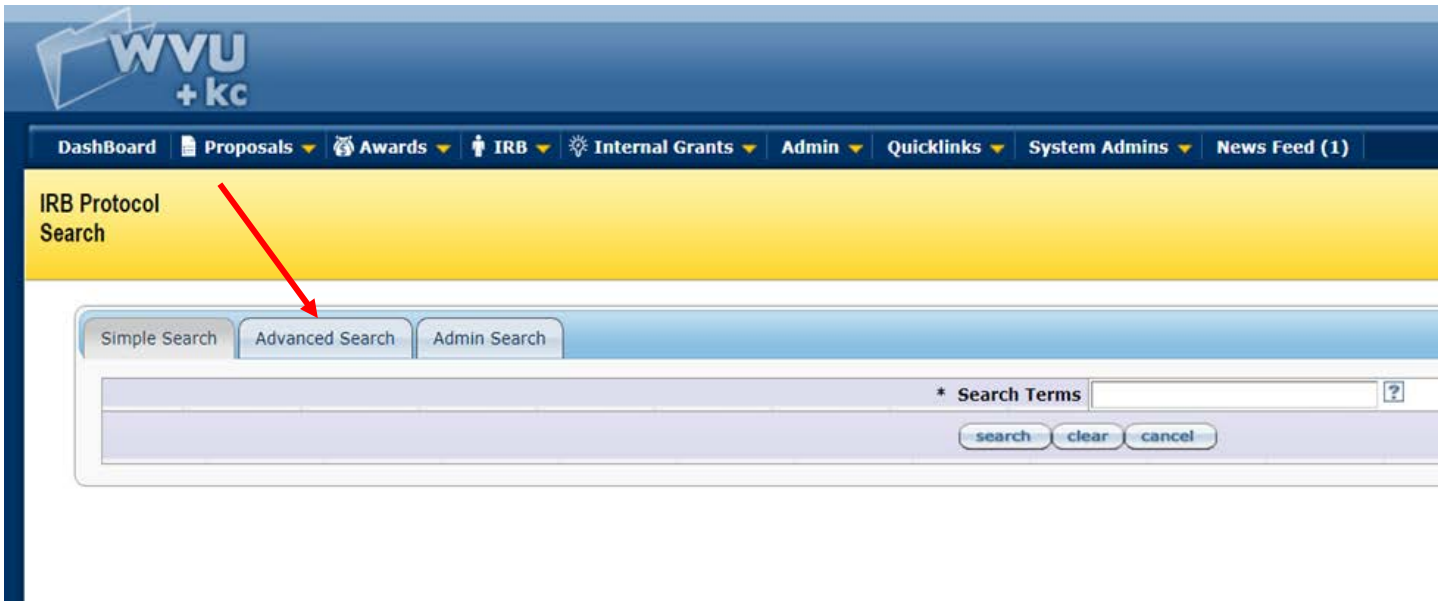
### Finding Older Versions of Protocols

Every version of a protocol is stored in the electronic system. These archives include every submission that was returned for revisions, approved, disapproved, etc. In order to find a listing and be able to view specific submissions, follow these steps to conduct a search:

1. Click on the 'IRB' menu at the top of the home screen. Click *Search Protocols*.

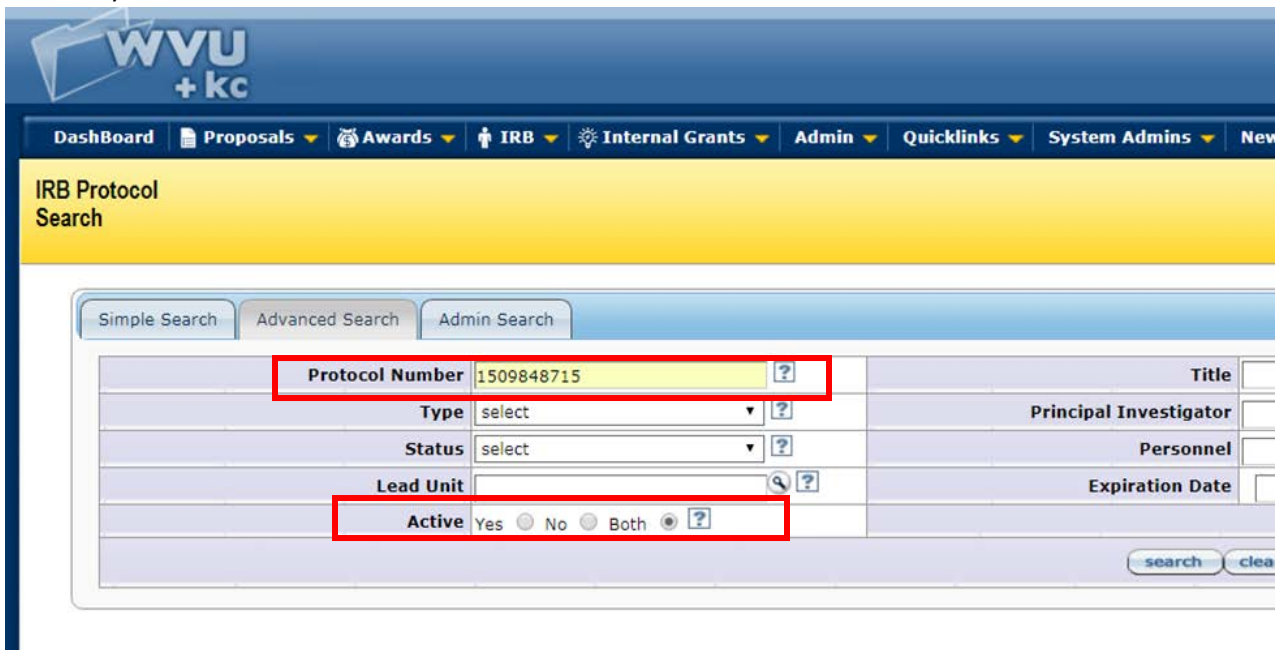


- The system will load the simple search option by default. In order to search for previous versions of a protocol – you must click on the *Advanced Search*.



- On the Advanced Search screen (shown below), there are only 2 fields that need completed:
    - Enter the Protocol Number in the top left field.
      - If you wish to view amendments and renewals that were submitted and approved, place an asterisk (\*) at the end of the number. For example: 1234567890\*
    - Select either 'No' or 'Both'. If you select 'No' only inactive versions of protocols will appear in the results; this means any revisions that were returned, expired versions of protocols, and amendments or renewals that were approved.
- By selecting 'Both', the active and inactive versions will appear in results meaning the current version of a protocol will be shown along with all revisions requests, approved amendments and renewals, etc.

Once you fill in these two fields – click *Search*.



## Interpreting Results

Results will appear beneath the fields. Find the protocol number that is needed. Remember that base protocols are only 10 digits long. Amendments will have the same 10 digits as the base except with an A00# at the end (# is whichever amendment is submitted). Renewals will also have the same 10 digits as the base except with an R00# at the end (# is whichever renewal is submitted).

For example, if I am looking for the first amendment to protocol 1234567890 then I will want to find the protocol number 1234567890A001.

The *Protocol Status* column is important when viewing the results. Common terms shown are:

- /// **Active – Open to Enrollment** – this version of the protocol was approved.
- /// **Amendment Incorporated into Protocol** – this version of the amendment was approved. Changes made to this document were merged into the ‘base’ protocol on the approval date listed. The Amendment Form can only be seen in this submission.
- /// **Renewal Incorporated into Protocol** – this version of the renewal was approved. Changes made to this document were merged into the ‘base’ protocol on the approval date listed. The Renewal Form can only be seen in this submission.