

# FAQs: Corewell Health Institutional Review Board Naming Update

Effective August 31, 2023, Corewell Health IRB is the new name for the Spectrum Health IRB. As the Office of the IRB at Corewell Health in West Michigan is phasing in the new name to templates, policies, operating procedures, and resources, below are some Frequently Asked Questions (FAQs) and answers to assist investigators and study teams.

## **How should I refer to the new name when referencing the FWA or IRB Registration?**

The name of the IRB filed on the organization's Federalwide Assurance (FWA) is 'Corewell Health'. Always refer to this official name when referring to the name of the organization under the FWA and the IRB registration.

## **Has the FWA or IRB registration number changed with the new name?**

No. The FWA and IRB registration numbers are still the same and are the following:

- FWA00000058
- IORG0000551

## **What should I call the IRB when communicating with Sponsors, Federal Agencies, or Funders for my research?**

Use the new name when communicating with Sponsors, Federal Agencies, or Funders or Research Partners. Provide the memo to our research partners and sponsors about the name change. If there are any questions, contact the Office of the IRB.

## **How should I refer to the name of the IRB or Office of the IRB in external communications?**

The following names are to be used in communications with external entities, sponsors and partners:

- Corewell Health IRB
- Office of the IRB at Corewell Health in West Michigan

## **How should I refer to the name of the IRB or Office of the IRB in internal communications and documents?**

The following names can be used in internal communications ONLY:

- Corewell Health West IRB
- CHW IRB
- CHW Office of the IRB

## **Corewell Health has three (3) IRBs, have all changed their name?**

No. Corewell Health still has three (3) separate IRBs filed under separate IRB registrations and FWAs. The legacy Beaumont Health and Spectrum Health Lakeland IRBs names are unchanged at this time.

## **I am completing a Sponsor Site Qualification form. What is the name I should use for the IRB and FWA?**

When completing forms for an external agency, such as a Site Qualification form, refer to the name of the FWA as 'Corewell Health' and the name of the IRB as one of the following:

- Corewell Health IRB
- Office of the IRB at Corewell Health in West Michigan

**I am completing a new grant application. What is the name I should use for the IRB and FWA?**

When completing forms for an external grant funding opportunity, refer to the name of the FWA as 'Corewell Health' and the name of the IRB as one of the following:

- Corewell Health IRB
- Office of the IRB at Corewell Health in West Michigan

**My study will rely on an external IRB. The external IRB is asking me to complete a form about our site. What is the name I should use for the IRB and FWA?**

When completing forms for an external IRB reliance, refer to the name of the FWA as 'Corewell Health' and the name of the IRB as one of the following:

- Corewell Health IRB
- Office of the IRB at Corewell Health in West Michigan

**When will the IRB templates, such as the consent form templates, reflect the new name?**

The Office of the IRB is phasing in the new name on templates, policies, SOPs, guidance, etc. The new templates will be published when reviewed and finalized by the organization's branding team and leaders. The deadline for the new templates is November 01, 2023. When the templates are ready and published, instructions on how to phase them into current studies will be provided.

**Can I update my study documents and consents now, on my own?**

No. Do not change any currently approved study documents to reflect the new name and do not submit updated documents to the IRB. Wait for instructions from the Office of the IRB.

**Will the IRB require review and approval of study documents if the only thing changing on the document is the name?**

Yes. All changes to the study documents will require submission to the IRB for review and approval - even if the only change is updating the name. To prevent an overwhelming amount of submission to the IRB, specific instructions will be provided on what is required to be updated and how this can be phased in for current studies.

**My study is under a reliance with an External IRB. Do I need to have a new IRB Authorization Agreement signed or update the name with the external organization?**

No. The IRB Authorization Agreements are still valid and effective under the legacy Spectrum Health name. The Office of the IRB will contact our external IRB partners to notify them of the new name and inquire if any specific requirements are needed for their files and continued oversight of the study.