THE GOAL
Reduce administrative burden and create a positive experience for campus, while maintaining high compliance standards.

THE PROJECTS
DELTA: More experts, more expertise
STREAMLINE: Sensible simplification
ZIPLINE: A clear path

IMPACTS
• All HSD review staff will be reorganized and receive extensive training in all levels of regulatory review.
• HSD will reduce the number of forms, and return to mostly Word based forms.
• HSD will align business processes to the new electronic system, and begin rollout to campus the first quarter of 2016.

THREE PROJECTS - ONE GOAL
The Human Subjects Division at the University of Washington has been operating with a paper-based system of complex forms since the office opened its doors in the late 1970’s.

Since that time, the office has grown from a staff of 15 supporting 3 IRBs to a staff of 45 supporting 6 IRBs.

Federal regulations have grown increasingly complex with new requirements and new guidance being disseminated at a faster and faster rate.

Research continues to push boundaries that are beyond what anyone imagined when the human subjects regulations were put into place.

While an electronic system solves the problem of paper, it doesn’t resolve the fact that HSD’s current staffing model isn’t scalable. Nor will it do anything to alleviate the fact that our forms are multitudinous and place the burden of understanding the regulations on the researchers.

This is why HSD is embarking on a year-long portfolio of projects to align our staff, streamline our forms, and implement an electronic IRB system. That system has been named "Zipline". Zipline is a foundational component of the Researcher Portal: a long-term initiative to provide a single web portal where all research related activities are managed.

We call the portfolio of projects "Compass".
DELTA

While one of the underlying goals of staff reorganization is to align ourselves with the upcoming paperless system, a more overarching goal is to create an environment that expands and draws upon HSD staff as regulatory experts.

The process starts with the creation of a new role called "Team Operations Lead" (TOL). We will look to our current staff to step into these roles which will have the responsibilities of communicating with the IRBs, overseeing the work of 4-6 Administrators and Review Coordinators, and working across TOLs to create consistency of review and supervision.

Teams will be merged from 13 small and highly specialized groups to 6 large teams with greater breadth and depth of expertise.

Each Administrator will know how to perform every type of review, and make every kind of determination. Once the new teams are assigned, hands-on training will be conducted in cohorts composed of the new teams.

Team reorganization will not only align us with Zipline, but help us balance workload, effectively cross-train, and maintain a high level of consistency.

STREAMLINE

With project Streamline, we will harmonize our current workflow with that of Zipline. We will:
- Consolidate and revise our forms
- Consolidate and revise our letter templates
- Update our SOPs to match the new workflow

The work will be broken out by current HSD processes such as:
- Initial intake
- Modification
- Continuing Review

ZIPLINE

"Zipline" is what HSD has named our electronic IRB system. Huron’s Click IRB 7.0 product was chosen as the most suitable to our needs. A well-tested and widely used IRB document management system, Click is used by academic IRBs across the country.

As work progresses to align our staff and our forms with the new system, for Zipline we will be:
- Establishing hosting
- Customizing
- Configuring
- Establishing a technical support system

More detailed information will be released as it becomes available.