## Clarifications Affecting Researchers and/or Zipline

### Translated Consent Materials
- Changes were made to the Approval, and Modification Approval letter templates to remind researchers that they must submit translated consent materials with their application.
- Additionally, instructional language on the Local Site Documents SmartForm was updated to instruct researchers to include all translated consent materials.

### Consent Materials for Exempt Research
- Changes were made to the Exempt Approval letter template to remind researchers that the IRB does not review consent materials from exempt projects.
- Additionally, instructional language on the Local Site Documents SmartForm was updated to instruct researchers to not include consent materials.

## System Release Highlights

### Activity: Add Comment
- When no one is selected to receive an e-mail notification, the comment may go unnoticed. Question #3, “Who should receive an e-mail notification?” is now a required question.

### Activity: Automatic Account Creation
- Automatic account creation has been re-established, with a more secure process using the UW Groups Services.
- Other improvements include:
  - an automatic email to new users pointing them to a new “Getting Started in Zipline” page
  - a login failure page with more helpful information

### SmartForm: Local Site Documents, Consent Forms
- The current language does not make it clear that translated consent forms must be uploaded.
- The current language does not state that the IRB does not review consent materials from exempt projects.
- Update the language in the parentheses to state: Include all site-specific consent, assent, parent permission, and translated consent materials. If requesting exempt or not human subjects research determination, do not include consent materials.
## Help Text Updates

**Modification Information, Notification of subjects**
- Added a link to the [TIPSHEET Consent Reconsent and Ongoing Subject Communication](#)  

## Updated Documents and Web Page Highlights

### APPLICATION IRB Protocol
- Uploaded version 3.92, revised 04/28/2022, to Zipline. Changes from previous version uploaded to Zipline:
  - Note limitations of using UW Medicine’s Care Everywhere for research purposes; expand question 8.2f to allow researchers to describe the process/method for providing new/revised info to subjects
  - Added instruction that consent forms should not be submitted for determinations

### LETTER Templates
- The Approval and Modification Approval templates have been revised to include a sentence regarding translated consent materials.
- The Exempt Approval templates has an added paragraph informing researchers that the IRB does not review consent materials from exempt projects

### Web Page
- A new “[Getting Started in Zipline](#)” page has been created. It consolidates information for new users of Zipline, and a link to the page is sent to each new account created.