Conversion Quick Tips

Avoid the most common errors when preparing a Zipline conversion application

Submit at least 8 weeks before the study expiration. Give yourself enough time to prepare a thorough submission. HSD recommends beginning 10-12 weeks before the study expiration. Conversions are more time consuming to prepare and to review than typical status reports. Late submission may mean that your study approval will lapse before it can be renewed.

Know what is currently approved. For studies with many modifications, the information in the initial application may no longer reflect what is approved. To quickly identify what is currently approved, begin by reading the current consent forms and/or recruitment materials then work backwards through the history of the study to identify changes to the research.

Don't describe activities that have been completed. The Zipline IRB Protocol is designed to reflect the current activities for the study. Activities that have been completed should not be described because this will lead to confusion for reviewers. The previous paper documents for the study will serve as documentation that you had approval to conduct those activities. NOTE: If all data has been collected and the only remaining activity is analysis of identifiable data, then the only required attachment is a conversion status report and answering the SmartForm questions.

Get your attachments in order. When you are uploading documents to Zipline, make sure to:

- **Include only documents that support current activities.**
- **Upload the currently approved versions.**
- **Submit Word versions of consent forms.** Consent forms will be watermarked and converted into approved PDFs when the conversion status report is approved.
- **Name documents descriptively.** Give each electronic document a unique and descriptive name to help distinguish them in Zipline.
- **Upload documents in the appropriate section of Zipline.** Each section of the Zipline SmartForms collects specific kinds of documents.
- **Do not include tracked changes versions of any documents**.

Include all relevant information. HSD's previous review process captured much important information about the study across many submissions and documents. You will need to synthesize the information from these materials in order to complete the conversion application. Make sure you include relevant information found in:

- All modifications and problem reports
- Any emails or letters that are attached to approved submissions.

Be prepared to provide new information. The Zipline IRB Protocol questions ask for information in a different way than HSD's previous applications. You may need to provide new information and/or complete new supplemental forms. Be prepared to work with the study team to obtain this information.

Don't simply copy and paste information. Each question in the Zipline SmartForms and IRB Protocol is designed to obtain different information about the study. Carefully read each question and make sure that you are answering the question and not providing irrelevant information.

Answer all of the questions in the SmartForms, IRB Protocol and Supplements. If a question does not apply to your research, write "not applicable".

List all of your active funding. You do not need to include a copy of the funding proposal if it has already been submitted to the IRB, however you do need to list any active funding in the Funding Sources section of the Zipline SmartForms.

Harmonize the information across materials. Before you submit, make sure that the information in your Zipline protocol, consent form and other documents is not in conflict, and that it all makes sense.

Be prepared to respond to requests. HSD staff carefully review conversion applications for completion. Almost all conversions will require some clarification and editing before they are ready to be approved.

For more information about conversions, visit the HSD website at https://www.washington.edu/research/hsd/zipline/zipline-conversions/