Grants and Agreements

➢ NIH Security Training will be required on or after May 26, 2026.
   o For more information on completing the requirement
➢ SF424 Error messages – if you cannot pinpoint the error message, reach out to OSP

IRB

➢ Review the Migrated Studies FAQ for important information about your migrated study from WVU+kc. Be aware of requirements that will save you time and headaches before starting a submission in WRAP.
➢ Use the following tips when uploading attachments to ensure a more streamlined review:
   o Only use Word as the file type for full system functionality for consent documents and 503 and 508 protocol documents.
      ▪ Other attachments should be attached as Word documents when possible. PDFs will be accepted if Word versions are not available (e.g., sponsor protocol documents).
   o Use the "Update" button when replacing attachments
      ▪ This allows study team members and the IRB to efficiently review changes to documents
      ▪ For additional information see changing study documents
   o Ensure attachments are uploaded in the correct location
      ▪ Protocol document is uploaded under "Attach the protocol."
      ▪ Consent documents and cover letters uploaded to "Consent forms" in the Local Site Documents section
      ▪ Check the documents tab from the main workspace to confirm file location
➢ Always add a Research Location
   o WVU locations and online are pre-populated options
   o Start typing the name of the location in the location field or click the ellipses to see all pre-populated options
➢ Assigning a PI Proxy in WRAP gives another person the ability to act on behalf of the PI on the assigned IRB protocol.
   o Only the PI can assign a PI Proxy
   o This does not delegate overall responsibility of the project but does allow the PI Proxy to take action on the IRB submission.
   o Additional information on how to Assign a PI Proxy
➢ Need to communicate with WVU OHRP about a submission before responding to revisions, during the IRB review, or after approval?

- o Use the "Add Comment" feature in the submission and select "IRB coordinator" under "Who should receive an email notification?" This keeps interaction in the protocol history for reference and documentation.
- ➢ Reminder: Training and Virtual Office Hours are still available

---

Get Help