



## IRB

- With the transition to WRAP IRB and the associated HRPP Toolkit, the [Investigator Manual](#) serves as the primary source for policies and procedures related to human subjects research at WVU.
  - In addition to the online format, there is also a “Print to PDF” option for the Investigator Manual to facilitate ease of searching. Investigators are advised **not** to save or rely on locally stored PDF versions, as the material is periodically updated.
  - As indicated in the submission activity and the approval letter, investigators and study teams are responsible for reviewing and complying with their responsibilities as outlined in the manual.
- **Reminder:** Any migrated study that does not meet first-touch requirements by year-end will be closed in both KC and WRAP, **regardless of its listed expiration date.** For more information, visit [Getting Started with a Migrated Study](#).
- Use your resources! WRAP IRB offers a variety of helpful tools and guidance. Be sure to explore the [Help Center](#), [Transition to WRAP](#), and [other available guidance](#).

## Grants and Agreements

- When using the Send Email feature in Funding Proposal ensure the Specialist is assigned before choosing “Specialist” as the group of recipients.

Next Steps	Proposal Information	
<a href="#">Edit Funding Proposal</a>	PD/PI:	Autumn Lindsay
<a href="#">Printer Version</a>	Department:	Research Office (Department)
<a href="#">COI Disclosure Status</a>	<b>Specialist:</b>	 Vanity Preaward Awaiting Specialist Assignment
<a href="#">Submit For Department Review</a>	Sponsors:	University of Pittsburgh
	Internal Submission Deadline:	5/15/2026
	Application Deadline:	5/15/2026
	Certifications Complete:	0 of 2

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<a href="#">Edit Funding Proposal</a>	PD/PI:	Autumn Lindsay
<a href="#">Printer Version</a>	Department:	Research Office (Department)
<a href="#">COI Disclosure Status</a>	<b>Specialist:</b>	 Cathy Tarabrella
	Sponsors:	University of Pittsburgh
	Internal Submission Deadline:	5/15/2026
	Application Deadline:	5/15/2026



RESEARCH ADMINISTRATION PORTAL (WRAP)

- Use the “Select any other recipient for this email:” field to assign individual recipients.

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## WRAP Training

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- [Self-paced training materials](#) are available for all modules
- Have a group that prefers live training? Email [ResearchOperationsTraining@mail.wvu.edu](mailto:ResearchOperationsTraining@mail.wvu.edu) to schedule.

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[Get Help](#)

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