IDEAS Database Updates: Please NOTE the following updates as of 12/09/2016.

- Practice Registration screen - Local IRB continuing approval letter(s) are able to be uploaded
- Case Registration screen includes Data Change Request button
- PET Assessment screen includes reminder to physician

Helpful Improvements:

- Patient consent dates older than 30 days may be allowed in the database.
- The drop-down menu of available PET facilities will include the physical address of the PET facility.

Referring Physician Practices with Local IRB Approval:

IDEAS Practice Administrators at sites with local IRB oversight must upload ALL regulatory documents to include continuing approval letters, approved informed consent templates, and amendment approvals via the database portal. The sites with Schulman IRB oversight will NOT need to upload documents.

Once local IRB approval has been obtained, please upload the Initial IRB approval letter and Initial Informed Consent. Older sites that have the Initial documents previously uploaded will have this information added. Amendment and Continuing Review approval letters and associated informed consent documents must also be uploaded using this feature. If your site has multiple IRB stamped-approved versions of the informed consent, please upload here by selecting the Additional Informed Consent option and also indicate the Informed Consent version date as applicable.
The IRB Approval Date and the IRB Expiration Date will be populated upon ACR review of the uploaded documents. Once approved, the site will not be able to delete the document.

If the wrong document is uploaded then you must delete the document and add the correct document via “Add IRB Document” option. The “Download” button is used only to open the document that has been previously uploaded.

**Data Change Request button on Case Registration Form:**

All data corrections should be requested using the “Submit Data Change” button on the corresponding form. The “Submit Data Change” button is now available on the Case Registration form. Simply open the form requiring a data changes and click on the “Submit Data Change” button on left menu panel to detail the corrections for that form. The IDEAS Staff will contact the site if any additional clarification is needed.

**PET Assessment Form Instructions:**

A reminder text has been added to ensure that the physician completing the PET Assessment form is the same individual as the interpreting physician.