



## IRB Template Development Package

Compliance issues are always top of mind, but your To-Do list starts with filling out forms, writing letters and sending emails. Reoccurring submission tasks and formal communications take time and require information specific to your organization, your mission and your role. By and large, you simply don't have time to build out templates.

The Evisions IRB Template Development Package is designed to streamline ongoing digital and print communications for Cayuse IRB users. With customized template development for protocol submissions, decision letters, event emails and system notifications, you have more time to make a greater impact on organizational success.

Template creation is just the beginning, as Evisions Professional Services Consultants will thoroughly test templates and suggest workflow enhancements that mirror best practices and improve overall efficiency. Tiered pricing ensures Evisions customers of all sizes can benefit from template creation for an extensive array of communication vehicles. With Evisions IRB Template Development, the templates you use most are only a click away.

### IRB Template Development

Evisions IRB Template Development includes three main categories with multiple templates within each. Dedicated Professional Service Consultants work directly with you to ensure every template complies with needed industry and institutional standard, and include testing against your institution's exacting requirements.

### IRB eForm Submission Templates

Submission Templates are the most consistently used and come in nine standard types – Initial, Modification, Renewal, Withdrawal, Incident, Closure, Legacy, Admin Closure and Admin Withdrawal. Templates are built with your business processes in mind and the forms in use by your organization. Branch logic, role assignments, hyperlinks and more are used, so Evisions tests each template to ensure users see what was intended by the institution and developer.

### Key Benefits

- Get the templates you use most without IT involvement
- Deliver the right information quickly & cost-effectively
- Collaborative approach with dedicated Solutions Consultant delivers optimum results
- Expert product & domain knowledge help you institute best practices, saving time & money



## Complete Letter Templates

Letter templates accommodate multiple letters per submission type and can include headers, footers and variables pursuant to studies (PI names, Board decisions, etc.). Consultants help guide you through scenarios to ensure all letter templates are identified for development. For your convenience, letter template format is flexible and aligns with commonly used applications – MS Word® and Adobe® in most cases – which are easy to both transmit or print and mail.

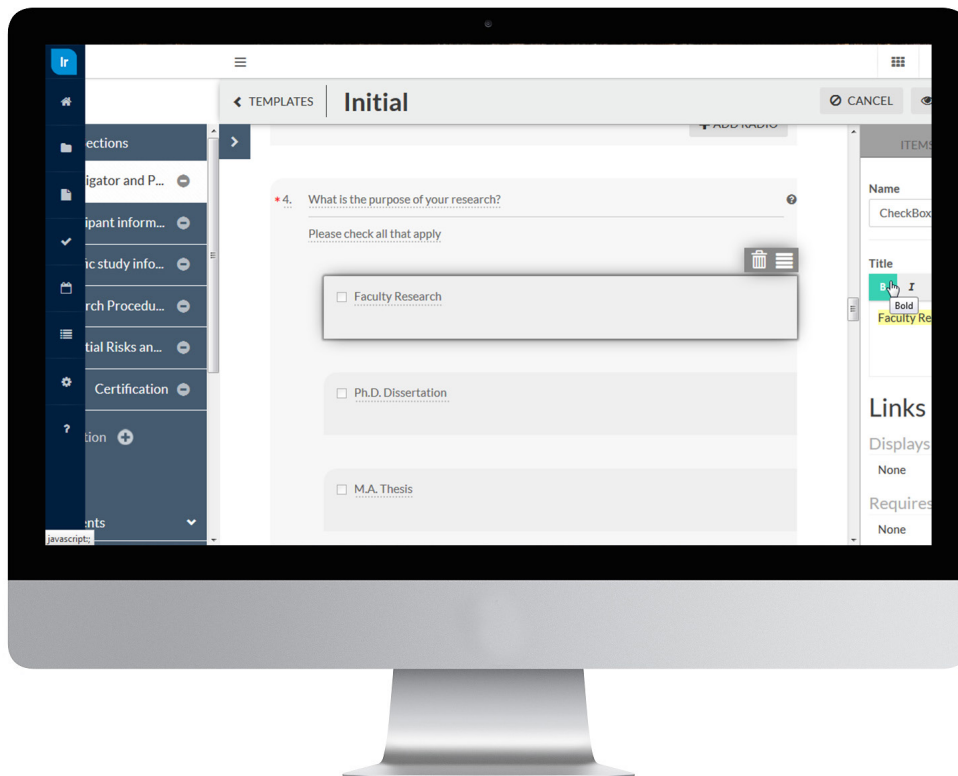
## Complete Message Templates

While Cayuse IRB already includes both email and system notification templates, many customers appreciate personalization options. With complete message templates, you can design emails to include headers, footers and language specific to your organization. Customers can configure and personalize text within system notifications that show up in the notifications list in Cayuse IRB, as well as the certification text that researchers and organizational approvers are required to acknowledge when certifying a submission.

## The Evisions Way

The Evisions IRB Template Development Package delivers the right information quickly and cost-effectively, leveraging best practices and applied domain knowledge. Each Professional Services engagement includes dedicated consulting time to ensure maximum value for your institution. Having the information you need at your fingertips improves efficiencies and your overall success. You Support Others. We Support You.

For pricing and details on IRB Template Development, contact research sales at (888) 533-5993.



888.533.5993 | [sales@evisions.com](mailto:sales@evisions.com) | [www.evisions.com](http://www.evisions.com)