

- (a) **Review and approval of research projects** - Any action or decision taken by the IRB through full or expedited review mechanisms, which grants or may appear to grant Investigators with initial or continuing approval of research, training or educational projects involving human subjects.
- (b) **Routine internal correspondence** - Means any action, letters, memos or emails between the IRB and staff and members of the faculty or staff of the institution/organization that provides information concerning the review of research protocols by the IRB or staff which do not imply or appear to imply approval of this activity.
- (c) **Correspondence with external agencies** - Shall mean any letters, memos or emails sent to agencies of the federal government, funding agencies whether private or public or their agents.
- (d) **Decisions made by Chairperson** - Shall mean any letters, memos or email sent representing the decision or opinions of the Chairperson of the IRB or their respective designee as long as such correspondence does not imply review and approval of research subjects.
- (e) **Designated staff** - Shall mean staff designated by the IRB Chairperson or the Institutional Official.
- (f) **Signature stamp** - Shall mean a mechanical stamping device bearing the reproduction of the authorized individual's signature.
- (g) **Electronic signature** – refers to all IRB action letters generated through the secure, online electronic research submission/tracking system (IRBNet).