



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1200

APR 25 2016

HEALTH AFFAIRS

MEMORANDUM FOR ASSISTANT SECRETARY OF MANPOWER AND RESERVE
AFFAIRS

DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR
MILITARY COMMUNITY AND FAMILY POLICY
DIRECTOR OF THE OFFICE OF THE DEPARTMENT OF
DEFENSE EDUCATION ACTIVITY
DIRECTOR OF THE DEPARTMENT OF
DEFENSE HUMAN RESOURCES ACTIVITY
DIRECTOR OF THE DEFENSE HEALTH AGENCY
PRESIDENT OF THE UNIFORMED SERVICES UNIVERSITY OF
THE HEALTH SCIENCES

SUBJECT: Use of the Electronic Institutional Review Board

In August 2015, the Department of Defense (DoD) Coordinating Committee for Human Research Protection Programs and the DoD Animal Care and Use Working Group established the Electronic Institutional Review Board (EIRB) Executive Steering Committee to oversee the business rules and implementation of the EIRB. The EIRB is a web-based, enterprise-wide workflow management system that will facilitate the review, management, and oversight of human and animal research protocols.

On April 25, 2016, the updated and enhanced EIRB system was launched across the DoD. All Office of the Under Secretary of Defense for Personnel and Readiness institutions supporting or conducting human or animal research will use the system for processing and approving studies requiring their review. Institutions with Human Research Protection Programs must use the updated system starting on April 25, 2016. All Animal Care and Use Programs and other institutions will have until December 31, 2016, to meet this requirement.

If you need assistance in making the transition to the new system, please contact my point of contact for this requirement, Dr. Patrice D. Robinson-Haley at 703-681-8885 or Patrice.D.Robinson-Haley.civ@mail.mil.

A handwritten signature in blue ink, appearing to read "D. J. Smith", is positioned above the typed name.

David J. Smith, M.D.

Deputy Assistant Secretary of Defense
Health Readiness Policy and Oversight