



- **Email Examples**

Emails

Example 1 – app in “working” status

- a) PI finalizes app (email 1)
- b) App sent to Approval Team (COPI/DH) for approval/signature (email 2) by order
- c) Approval Team approves (email 3)
- d) PI submits app to Compliance Office (email 4)
- e) Compliance Office & IRB Review Committee review and give approval decision to PI (approved)
- h) PI receives Approval Email Memo & copy of final packet (also listed in the PI’s “Approved Forms” section)
- i) based on expiration date, PI will begin receiving expiration reminder notices to renew or submit final report

email 1 – PI Finalized to Approval Team

Compliance Form Finalization Show Details

Thank you for finalizing your form.


A copy of the form and a request for approval has been sent to all your designated team members. You may check their responses by logging into the Compliance Forms System.

Have a great day!

This message was sent by the Online Compliance Form Submission System because someone with your email address submitted or is associated with one of our forms online. If you believe this message to be in error, please contact NMSU Compliance.

This email, including any attachments, may contain confidential and/or proprietary information and is intended for the person/entity to which it was originally addressed. Any use by others is strictly prohibited. If you have received this transmission in error, please notify the sender immediately by replying to this message and destroying the original and all copies.

email 2 – Approval Team Notification

Compliance Form Approval Request  Show Details

Hello Michelle_DH Gavin,

You are receiving this email because Michelle_PI Gavin is in the process of submitting a form to [NMSU](http://comply.research.nmsu.edu) Compliance, and they have named you as part of the approval team. In order for their submission to continue, you will need to approve the form. A copy of the form, in pdf format, should be attached to this email. Please review it and make your approval decision by clicking the link below and logging in with your NMSU username and password:

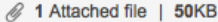
<http://comply.research.nmsu.edu/teamapproval.php?m=>


If you have any questions regarding this submission, please contact Compliance or Michelle_PI Gavin.

Have a great day!

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103-F_mg...

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email 3 - PI Notification of Approval Team Decision

Team Approval Complete Show Details

Hello Michelle_PI Gavin,


We're sending you this email to inform you that all members of your approval team have reviewed and approved your submission. It is now ready to be sent to Compliance for final approval. Please log in at <http://comply.research.nmsu.edu> and submit this form to Compliance at your earliest convenience. You can do so by logging in and selecting the form from your list under the 'Finalized' heading.

Thank you.

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email 4 – PI Notification of Successful Submission to Compliance Office

Compliance application submission: ((108-S) 5 Expedited - Project Title)  [Show Details](#)

This is to confirm your submission of a form ((108-S) 5 Expedited - Project Title) to Compliance. Thank you for your submission.


Someone will look over your request and get back to you as soon as possible. You can review your submitted form at any time by logging into the system and choosing it from the menu.

Have a great day!

This message was sent by the Online Compliance Form Submission System because someone with your email address submitted or is associated with one of our forms online. If you believe this message to be in error, please contact NMSU Compliance.



This email, including any attachments, may contain confidential and/or proprietary information and is intended for the person/entity to which it was originally addressed. Any use by others is strictly prohibited. If you have received this transmission in error, please notify the sender immediately by replying to this message and destroying the original and all copies.



































1 Attached file | 369KB

 108_submi...

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Approval email – PI Notification of Approved Submission by IRB Contains Attached Approval Memo and Approved Packet in PDF format

To...
Cc...
Subject: FW: Approval Memo Sample
Attached:  127_approved_20120927.pdf (411 KB) [Open as Web Page] x;  ApprovalMemo.pdf (24 KB) [Open as Web Page] x

Tahoma 10 **B** **I** **U**                                  

From: NMSU Research Compliance [mailto:care@research.nmsu.edu]
Sent: Thursday, September 27, 2012 2:12 PM
To: ezenisek@nmsu.edu
Subject: Compliance application approval: ((127-A) Test for new UFS fields)

Your form submission to NMSU compliance ((127-A) Test for new UFS fields) has been approved!

For more information, please log into the Compliance Forms System and review the comments made by NMSU Compliance, or contact Compliance Directly.

Thank you.

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Certificate Expiring Notification email – user is notified when he/she is part of an active application and the user’s certificate will be expiring.

----- Forwarded Message -----

From:

To:

Sent: Tuesday, February 12, 2013 8:28 PM

Subject: Research Compliance certificate expiring on project (x) title

This message is to inform you that a certificate included as part of an application you have in the Research Compliance forms system will expire soon. The application in question is (x) *title*. The certificate *Protecting Human Research Participants* owned by *user* will expire in approximately 60 days. Please contact them to renew their certificate. An expired certificate may result in suspension of your project.

Thank you.

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