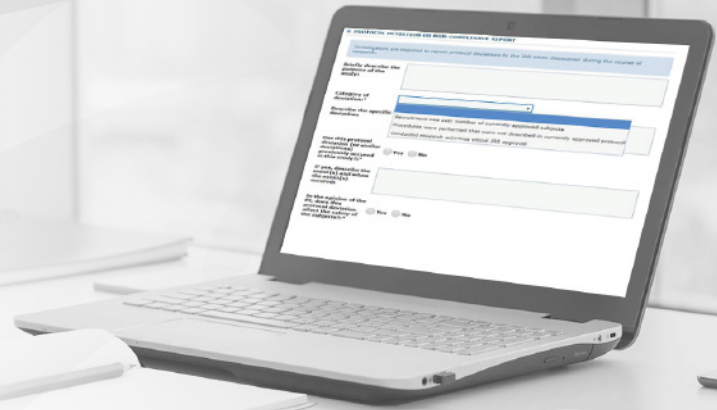# tick@lab

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## HREC *(Human Research Ethics Committee)* Management and Process Support

**tick@lab** streamlines and supports the management of HREC protocols and processes – from creation and submission by personal investigators, to review and approval by committee members. It overcomes known problems with "traditional" paper-based approaches to strengthen compliance risk mitigation and cross-committee (e.g. AEC, IBC, COI) communication and collaboration. With **tick@lab**, organizations improve human research administration and monitoring processes and better ensure ethical compliance.

### Improve Protocol Support and Reporting

- Configure protocol forms to ensure compliance with project and regulatory requirements
- Apply tailored questionnaires, field requirements, and help text to improve accuracy and efficiency
- Generate standard and custom reports to meet regulatory and project-specific requirements
- Enable version control and comparison across protocol documents and statuses
- Add attachments for informed consent, HIPAA authorization, and other items as needed

### Effectively Manage Training Components

- Track and verify completion of required training for all protocol-involved personnel
- Connect to learning libraries (e.g. AALAS, CITI) and related compliance documents (e.g. AEC, IBC, COI)
- Schedule and assign service requests and training tasks to individuals or groups

### Ensure Information Accuracy and Access

- Query current and historical data in the protocol history and save filtered views for instant access
- Configure e-mail notifications and alerts to support task completion and on-time actions
- Create tailored and searchable forms (templates) to document protocol deviation, non-compliance report, and more

### Simplify Administration and Meeting Management

- Track and record committee member votes/recommendations, comments, and issue resolutions
- Set up and templatize full committee meeting agendas for standardization
- Capture member attendance, votes, comments, and meeting minutes in a central location and export as needed
- Configure key workflows to accelerate reviews (e.g. full committee review, subcommittee review, etc.)

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