The SLU eIRB tip of the month

The eIRB system uses e-mail messages to communicate important information regarding your protocol, such as the current status, recent updates, or actions required on your part. In this month's tip, we'll cover the basics of these system e-mail messages and why they are so important to navigating the IRB process. Please see the attached tip.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed [here](#).

The IRB Office

[(314) 977-7744](#)
The eIRB system uses e-mail messages to communicate important information regarding your protocol, such as the current status, recent updates, or actions required on your part. In this month’s tip, we’ll cover the basics of these system e-mail messages and why they are so important to navigating the eIRB process.

1. **Who Receives eIRB E-mail?**
   (1) Basic system e-mail messages are sent to the Principal Investigator (PI) and **ALL** Administrative Contacts listed on a study. 
   (2) When a protocol is assigned for pre-approval, the assigned pre-reviewers are sent an e-mail alerting them to the review. 
   (3) Behind the scenes, the IRB staff members receive e-mail messages when protocols are submitted or responses to comments are received.

2. **What are the types of eIRB E-mail?**
   There are two basic types of e-mail messages generated from the system. 
   (1) Notification messages (which inform the PI and Administrative Contacts about system movement, processing details, etc.). 
   (2) Action messages (which prompt the research team (or other users) to take action). 
   Action messages indicate that the next step of the process cannot continue until either the PI or an Administrative Contact completes the required task.

   Action e-mail messages are differentiated by a prompt (**Action Necessary***) in the main body of the e-mail message and will show from your inbox page.

   **Example 1:**
   Look for **Action Necessary** to distinguish between the two types of basic e-mail messages.

   **Example 2:**
   Notification e-mail messages will provide information, but will not have the action prompt. In this example, the message confirms that the protocol has been submitted. No action is required until the IRB provides comments or approves the study.
3. **What do eIRB e-mail messages contain?** The content of most eIRB e-mail messages, especially the action type, are rich with instruction for the next required step, links to the system and important resources, and other information you need to complete the next step in the process. Don’t ignore these emails!

   **Examples:**

   #1
   ```
   get.minrisk2@slu.edu
   ***Action Necessary***
   The IRB has reviewed the following protocol and has requested clarification or additional information.
   Please go to https://eirb.sl.edu and click on the protocol event status to access the IRB comments, provide responses and to make any revisions to your protocol. Revisions must be submitted to the IRB by clicking the “Submit to IRB” button, as they are not automatically sent when completed.
   If this is a new protocol, the IRB requests a response within 60 days. Thereafter, the protocol may be administratively closed. A response should be more immediate for any other form/submission type; particularly continuing reviews.
   Your response will be returned to IRB reviewer(s). After that review, you will be informed whether the submission received approval.
   If you have any questions, please contact the IRB office at 314-977-7744.
   For new studies, please note that the study should not be commenced or potential subjects approached or enrolled into this study until you have received a full approval letter from the IRB.
   ```

   #2
   ```
   Protocol Expiry Date: March 08, 2014
   This is a reminder that as of March 08, 2014, IRB approval of 16643 will expire. You must either apply for Continuing Review to keep the study active or submit a Final Report Form to close the protocol. The continuation of research after the expiration of approval is a violation of federal regulations.
   A continuing review request should be submitted immediately to avoid a lapse in IRB approval.
   Please go to https://eirb.sl.edu to prepare your submission (initiate the form by clicking on the protocol in the Approved Protocols section of the investigator dashboard). Note: you will not be able to initiate the form when there is a pending Amendment being prepared or being reviewed by the IRB.
   You may contact the IRB office at 314-977-7744 if you have any questions.
   ```

   #3
   ```
   ***ACTION NECESSARY. THIS IS NOT YOUR IRB APPROVAL; ADDITIONAL STEPS MUST BE TAKEN TO SUBMIT TO THE IRB. SEE BELOW***
   IRB2, Guest2 has completed a pre-review of the above protocol. THE RESULT IS: Pre-Approved.
   ACTION MUST BE TAKEN TO SUBMIT TO THE IRB:
   * If you selected more than one pre-reviewer, all reviews must be complete before you can edit or submit the protocol to the IRB.
   * If ALL PRE-REVIEWS ARE COMPLETE AND PROTOCOL IS PRE-APPROVED, TO SUBMIT TO THE IRB:
   - Go to https://eirb.sl.edu to access the protocol; open the protocol in edit mode.
   - See the “Final Steps/PreReview Comments” tab for reviewer comments and edit requests.
   - Make edits as required.
   - Click on Submit Form in left column to submit to the IRB.
   IF THE PROTOCOL WAS NOT PRE-APPROVED, you will not be able to submit the protocol.
   - Go to https://eirb.sl.edu to access the protocol in the non-active protocol section.
   - See the “Final Steps/PreReview Comments” tab for reviewer comments and edit requests.
   - If you want to continue with the protocol, clone the disapproved protocol.
   - Incorporate reviewer requirements into cloned protocol.
   - Submit cloned protocol for pre-review.
   Please call the IRB office at 314-977-7744 if you have questions.
   ```

   *Please note that these examples may not reflect current e-mail message content. Always read your eIRB messages carefully for the most up-to-date information on what you are being asked to do.*
4. **Are eIRB e-mail messages saved?** E-mail generated from the eIRB system is stored, for your convenience, within the protocol under the ‘Email History’ tab. These archived e-mail messages can help confirm that an action was taken in the system or that the e-mail successfully fired.

**Example 1:** You can verify that a protocol has been submitted for Pre-Approval by checking the ‘Email History’ and opening the saved Pre-Approval submission e-mail message.

* This tip was prepared in August 2014. Please note that information given in this tip and/or the screen shots used could change or become outdated in the future. Rely on the IRB website for the most current and up-to-date information regarding IRB policies and procedures or call the IRB office at (314) 977-7744 with any questions.