Having trouble submitting your protocol in eIRB? In this month’s tip, we'll demonstrate the most common causes of submission trouble and the corresponding resolutions. 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
eIRB Tip of the Month - April 2015

Submission Troubles/Solutions*

This month’s tip will demonstrate the most common causes of submission trouble in eIRB. For best results, ensure that eIRB is accessed in a supported browser and that pop-up blocker is turned off. You may need to do this more than once. Utilize the ‘Check for Completeness’ feature located within the protocol (blue bar menu) to ensure the form is complete before clicking ‘Submit’. Remember that only the PI and Administrative Contact(s) have the rights to submit, and only the PI may complete the required PI Obligations section in order to submit to the IRB.

If you are having trouble submitting, follow these steps to see if a common submission trouble is preventing you from getting your protocol to the IRB.

Step 1: Determine that all required questions have been completed by using the ‘Check for Completeness’ feature within the protocol. Open the protocol in ‘Edit’ mode and select this feature from the blue menu of bars located on the left side of the form. Any sections with incomplete questions that still need to be answered will appear as a link. Click to be taken to the section.

Keep in mind that the protocol will not be able to be submitted until it is complete. When all questions and sections have been completed, the ‘Check for Completeness’ will display the message “IRB Application Form is complete.”
Step 2: Ensure that the PI Obligations section of the protocol has been completed by the PI. Click on ‘PI Obligations’ from the blue menu of bars in the protocol, scroll to the bottom of the page, and check that all boxes have been selected. If you are the PI, you will answer two Conflict of Interest (COI) questions, check a COI assurance, and check a signature box. If you are not the PI, alert the PI to complete this section so that the protocol can move forward.

Step 3: Be sure you have the rights to submit the protocol. Only the PI, and those individuals listed as Administrative Contact, will be able to submit the protocol in eIRB.

Step 4: Do not use Google Chrome to access eIRB, as eIRB does not function properly in Chrome, especially when submitting. Be sure to always access eIRB in Internet Explorer, Safari, or Mozilla Firefox (and use supported browser versions).

Step 5: Make certain that pop-up blocker is turned off. For instruction on how to turn off pop-up blocker in your supported browser, you may reference page 15 of the Investigator Submitter Guide or the July 2013 eIRB Tip of the Month located on the IRB website, which demonstrates how to turn off pop-up blocker for newer versions of the supported browsers. FUN FACT: Turning off pop-up blocker is one of the top two technical resolutions for troubles with the eIRB system. Because of the way the University pushes updates to SLU computers, you may need to do this step more than once.

Step 6: Verify that you have submitted the protocol. How do you know that the protocol has been submitted to the IRB? The dashboard gives several clues as to the status of the submission. You can also determine if a protocol has been
submitted by using the Event History section of the protocol. The August 2012 eIRB Tip of the Month explains how to tell if a protocol has been submitted.

If you have any questions about the content of this tip, or need assistance in the eIRB submission process, call the IRB Office at 977-7744 or email irb@slu.edu.

* This tip was prepared in April 2015. 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.