In this month's tip we'll highlight best practices in searching to add users to your protocol. Less is more is the rule of thumb when searching for a user to add to your study, but there are other tiny things for you to consider. 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
In this month’s tip we’ll highlight best practices in searching to add users to your protocol.

Use the ‘Find User’ feature in eIRB to add a user to your protocol. Users can be searched by ‘User ID’ (SLU email address without the ‘@slu.edu’ part), ‘First Name’, or ‘Last Name’. Any or all of these fields can be used to find a SLU person. However, less is more when searching for someone to add. Spelling errors or even spaces entered before or after a word can create incorrect results (see Example 1).

The less information entered the more results will appear (see Examples 2 and 3). Use a partial search or even just the first letter of a name to find a long list of results. The search results found in eIRB are directly pulled from SLU’s Banner information. A person you may know as “Bob” might only be found as “Robert” using the search feature. SLU’s People Finder tool may be helpful to find the official way some users are listed in the SLU system.

Finally, if all else fails and you are unable to find someone using the ‘Find User’ feature, please call the IRB office (314-977-7744).

Example 1: Incorrect entry

Example 2: Partial searching

A partial search will find all users fitting that limited information. This usually eliminates the spelling error issue and finds the person.
Example 3: Least amount of information

Less information produces more results in the search. Try a partial search if you can’t find the person you are looking for. Use the least amount of information to find the most people listed in the search result. Try using only one of the three search fields to widen the search.