Deleting a form or a protocol from the eIRB system can initially give some users pause. Many are afraid that by deleting a form (i.e., Amendment, Continuing Review, Report Form, etc.) the entire protocol will also be deleted. Other users are worried they might delete a protocol that was submitted to the IRB office. In this month’s tip, we’ll demonstrate how to properly delete a form or protocol from the system and hopefully alleviate any concerns about deleting. 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
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**Step One:** Whether deleting a protocol (New form) or a form (created after approval such as an Amendment, etc.) select the ‘Delete Protocol’ button on your dashboard/homepage. Don’t worry: CLICKING THIS BUTTON WILL NOT DELETE ANYTHING INITIALLY. Also note, an additional delete option is available under the ‘eProtocol’ menu located on the left end of the navy blue title bar. See examples below:
Step Two: After clicking ‘Delete Protocol’ you will be taken to a menu with options of only the forms or protocols you are able to delete. Please note that only the Principal Investigator or any Administrative Contact listed on the protocol can delete a form/protocol. Approved, active studies will not be listed here because they cannot be deleted. Don’t worry!

Once on the menu page, find the form or protocol you would like to delete and select the box to the left. Use the ‘Form Type’ column to ensure you have the correct item. You may also open the form/protocol and check by using the ‘Protocol ID’ link. See examples below:

Step Three: Once you’ve determined which form/protocol is the correct one to delete, click the ‘Delete Protocol’ button. The system will ask you to confirm. Click the ‘Yes’ button to officially delete. See examples below:
Step Four: The Amendment was successfully deleted! The user deleting the form/protocol will receive a blue confirmation message and the form/protocol will no longer be found on the delete protocol list or on the dashboard. In addition, the approved, active study will still be found in the ‘Active Protocols’ section of the dashboard where new forms can now be created. See examples below:

*This tip was prepared in March 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.