

*The SLU **eIRB** tip of the month*

In this month's tip we will demonstrate how to create a new IRB application/protocol in the eIRB system. 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](tel:(314)977-7744)

In this month’s tip we will demonstrate how to create a new IRB application/protocol in eIRB. For the purposes of this tip “application”, “form”, and “protocol” will be used interchangeably.

Before beginning an application:

- It’s important to know what form you will need - the forms are not interchangeable and the IRB may or may not be able to offer flexibility if the wrong form is submitted (see #2 below).
- Investigators who wish to conduct research, as well as every member of a research team, must complete mandatory human subjects research training before a study can be approved; more information can be found on the IRB’s [Training and Education webpage](#).

Important system reminders:

- The eIRB system does not work properly in Google Chrome; ensure that you access the system using recommended versions of Internet Explorer, Mozilla Firefox, or Safari as detailed on the homepage.
- Make sure that you have pop-up blocker turned off, as eIRB functions in pop-up format. See the eIRB tip for [disabling pop-up blocker](#) on the IRB’s website for instruction in your selected browser.

Follow the steps below to create a protocol:

1. Click [Create Protocol](#), located at the top right of your Investigator Dashboard in eIRB. On the page that follows, enter the study title. A title must be given to the protocol in order to move forward on the creation page. The title may be changed later if needed.
2. Choose from the four available IRB protocol types by selecting the corresponding button; if you are unsure of which application to use, consult the application descriptions on the creation page.

[CLICK HERE TO SEE TIPS FOR CHOOSING THE APPROPRIATE IRB APPLICATION](#)

Biomedical Research: select for studies that need Expedited or Fullboard review and are medical in nature (involve clinical procedures, biomedical research design, biospecimens, etc.).

Biomedical Research - Exempt: select for studies that qualify for Exempt review and are medical in nature.

Social, Behavioral & Education Research: select for studies that need Expedited or Fullboard review and are not medical in nature.

Social, Behavioral & Education Research - Exempt: select for studies that qualify for Exempt review and are not medical in nature, such as research involving surveys or interviews.

In some studies it is not clear whether the Biomedical or Social, Behavioral, & Education application should be used; the IRB typically accepts either. However, studies submitted on Exempt applications that need Expedited or Fullboard review will be returned and the correct form will need to be completed.

If you are uncertain that IRB review is required for your project, you can complete the [SLU IRB Human Subjects Determination Form](#).

Contact the IRB office at 314-977-7744 or irb@slu.edu with questions.

Check out this [guide](#) for additional help!

IRB

- Biomedical Research
- Biomedical Research - Exempt
- Social, Behavioral & Education Research
- Social, Behavioral & Education Research - Exempt

3. Once you've selected your form type the page will display two roles: Principal Investigator (PI) and Administrative Contact. The PI must be listed at the time of protocol creation. However, it is not mandatory to list an Administrative Contact unless the person creating the protocol is not the PI (i.e., the logged-in user must be listed in one of these two roles in order to create the protocol).

a. Click the bionoculars icon to search for and select the PI. For tips on searching for users, [click here](#).

Principal Investigator (PI) * Mandatory

PI must be SLU affiliate.

Name of Principal Investigator (Faculty, Staff or Student) * Degree (MD/PhD)

Email* Phone*

Department Name*

Select One

Find User Find

User ID: [input]
First Name: [input]
Last Name: [input]

A red circle highlights the bionoculars icon in the Name of Principal Investigator field, with a red arrow pointing to the 'Find User' pop-up window.

The PI accepts responsibility for the study, must sign the PI Obligations, and can edit/submit the protocol.

Administrative Contact Clear

Name an Administrative Contact if someone in addition to the PI should be contacted about the protocol.

Name of Administrative Contact * Degree

Email* Phone*

Department Name*

Select One

Find User Find

User ID: [input]
First Name: [input]
Last Name: [input]

A red circle highlights the bionoculars icon in the Name of Administrative Contact field, with a red arrow pointing to the 'Find User' pop-up window.

b. A Research Coordinator, Assistant, or Co-Investigator (listed as Administrative Contact) may create the protocol by listing themselves in the Administrative Contact role. If you are creating a protocol on behalf of a PI, list yourself in the Administrative Contact box.

Additional Administrative Contacts can be added later. The user in this role may or may not also be a member of the research team, and will be able to edit/submit.

Members of the research team who do not need to edit should be listed as Key Personnel and will only have view capability.

c. When you have selected the PI (and Administrative Contact(s) if available) and answered all required fields, click **Create Protocol** at the bottom or top of the section.

4. The newly created IRB protocol will generate in a pop-up window and you will be given a unique Protocol ID number (IRB #) that can be found at the top of the form or on the dashboard. The IRB number is helpful when contacting the IRB Office with questions.

26496 protocol has been created. Please click on Protocol ID to open Protocol in View or Edit mode.

Personnel information entered on the creation page will be included in this section of the form. For each user who was listed on the creation page, you will be required to answer additional questions to complete the person's record. For the Administrative Contact, click on the person's name to view the additional questions.

5. The first 2-4 pages of any application are mandatory (depending on whether the protocol is Exempt or Expedited/Full), which helps eIRB customize your form. Some questions and sections of the form are inactive and do not have to be answered unless activated in a checklist on the first pages. Complete mandatory pages before move freely.

e) State if deception (including incomplete disclosure of study purpose/procedures) will be used. If so, describe the nature of the deception and provide a rationale for its use. Also, describe debriefing procedures or justify a waiver of the requirement to debrief. NOTE: for studies using deception, an alteration of consent must be justified in the Informed Consent section of the protocol (#13) and the debriefing script/statement must be uploaded in the Attachments section (#16). See IRB Deception Guidelines.

You have to select 'Deception/Incomplete Disclosure' checkbox in General Checklist to describe. If this is applicable to your project, return to the checklist and enable the box.

6. The protocol's sections are listed in the left-hand side of the application in the blue menu; click on these sections enter study information. Navigate within the protocol by using the blue bars or the "previous" and "next" buttons at the top or bottom of each page.

IRB - Biomedical Research Protocol ID: 25816 (IRB3, Guest3)
Study Title: TEST protocol

Save | Spell Check | Help | Close

Previous Next

Study Personnel Roles:
-**Principal Investigator:** accepts responsibility for study, must sign obligations, can edit protocol and submit to IRB
-**Administrative Contact:** additional study contact, may or may not also be member of research team, can edit/prepare protocol and submit to IRB
-**Key Personnel (Research Team):** SLU member of research team, can view protocol (not edit)
-**Non-SLU Collaborator:** member of research team from another institution or organization outside of SLU, has no access to system, must be provided with PDF of protocol. NOTE: Tenet/SSM employees who collaborate regularly may request a guest SLU account if access to system is needed.
-**Department Chair:** Official Department Chair, may or may not also be a member of research team, can view the protocol (not edit). NOTE: a proxy may be listed if the Chair is the PI.

IMPORTANT NOTE: Human Subjects Protection Training is mandatory for all research team personnel.

Principal Investigator (PI) * Mandatory

PI must be SLU affiliate.

Name of Principal Investigator (Faculty, Staff or Student) *	Degree (MD/PhD)	Title*
IRB3, Guest3		Guest

7. As you complete the application:

a) [Save often](#); the **Save** feature is located in the upper-right hand side of the protocol.

b) You can complete the application by directly typing or copying & pasting text. Be aware that copying & pasting text containing symbols or special formatting may not translate directly. Copying and pasting into a Word document first (and then into the eIRB form) may help resolve symbol or formatting translation issues.

c) Some sections of the application are equipped with [links to instructions, definitions, and supplemental documents](#) to help the user; click directly on the link or on ***?HELP?*** for guidance. ***?HELP?*** links contain either application considerations or ethical considerations, to help you to know what type of response the IRB is looking for to that particular question on the form.

d) Some departments at SLU have specific requirements for who should be listed in the Personnel Information page and who should conduct the pre-review(s). This document is found on the IRB's website and in the system's pre-review instructions.

[Department/Division-Specific New Protocol Submission Requirements](#)

e) Click on the **Check For Completeness** located in the left menu of blue bars to ensure that all required protocol sections are answered. When the 'Check for Completeness' pop-up window displays the message 'The IRB application is complete', the new application is ready to be submitted for pre-review. Helpful instruction on completing the pre-review process can be found in a [5-minute video](#) located at the bottom of the Investigator dashboard in eIRB.

f) Click **Print View** to generate a full or partial PDF of the protocol. PDFs can be sent to reviewers to aid in the pre-review process, or to Non-SLU Collaborators who do not have eIRB system access.

g) To check the status of the protocol, click **Event History** , **Email History** , or see the protocol event status on your dashboard.

h) The PI and all listed Administrative Contacts will receive email notifications as the protocol moves through the process to approval. Notifications which require action by the study team are marked with ***Action Necessary***.

i) If you have additional questions as you are filling out the new protocol, [contact your department's IRB Coordinator](#).

* This tip was prepared in February 2016. 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.