

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

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

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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.

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:

UNIVERSITY

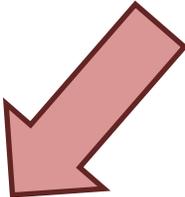


IRB3 (Saint Louis University)

2.0.100.2 | Sign Out | Help

eProtocol » Investigator » Home

In this example we are going to delete the Amendment form for protocol #24316



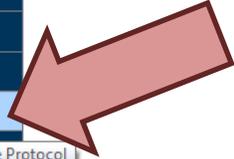
Create Protocol Clone Protocol Delete Protocol

IRB					
Protocols (In Preparation / Submitted)					
NEW					
Protocol ID	Principal Investigator	Department Name	Protocol Event	Panel	Meeting Date
24329	Millinger, Rachel	Office of Research Integrity	Pre-Review Required		
24330	IRB3, Guest3	Alumni Relations and Annual Giving	Pre-Review Required		
24322	IRB3, Guest3	Alumni Relations and Annual Giving	SUBMITTED TO IRB		
24315	IRB3, Guest3	Alumni Relations and Annual Giving	Responses Sent (Cycle 2)	Minimal Risk #3	
24318	IRB3, Guest3	Alumni Relations and Annual Giving	SUBMITTED TO IRB	Minimal Risk #3	01/04/2015
AMENDMENT					
Protocol ID	Principal Investigator	Department Name	Protocol Event	Panel	Meeting Date
24316	IRB3, Guest3	Alumni Relations and Annual Giving	Yet to Submit to IRB	Minimal Risk #1	



eProtocol ▾
Investigator ▸

- Approved Protocols
- Clone Protocol
- Create Protocol
- [Delete Protocol](#)
- Investigator Home [Delete Protocol](#)
- Non Active Protocols
- Search Protocol



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:

eProtocol » Investigator » [Home](#) » Delete Protocol

IRB							Delete Protocol
<input type="checkbox"/>	Protocol ID	Principal Investigator	Department Name	Protocol Event	Form Type	Panel	Meeting Date
<input type="checkbox"/>	24330	IRB3, Guest3	Alumni Relations and Annual Giving	NEW	NEW		
<input type="checkbox"/>	24329	Millinger, Rachel	Office of Research Integrity	NEW	NEW		
<input checked="" type="checkbox"/>	24316	IRB3, Guest3	Alumni Relations and Annual Giving	NEW	AMENDMENT	Minimal Risk #1	

IRB						
<input type="checkbox"/>	Protocol ID	Principal Investigator	Department Name	Protocol Event	Form Type	Panel
<input type="checkbox"/>	24330	IRB3, Guest3	Alumni Relations and Annual Giving	NEW	NEW	
<input type="checkbox"/>	24329	Millinger, Rachel	Office of Research Integrity	NEW	NEW	

Do you want to open IRB Protocol 24329 (Millinger) for Editing?

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:

eProtocol » Investigator » [Home](#) » Delete Protocol

IRB							Delete Protocol
<input type="checkbox"/>	Protocol ID	Principal Investigator	Department Name	Protocol Event	Form Type	Panel	Meeting Date
<input type="checkbox"/>	24330	IRB3, Guest3	Alumni Relations and Annual Giving	NEW	NEW		
<input type="checkbox"/>	24329	Millinger, Rachel	Office of Research Integrity	NEW	NEW		
<input checked="" type="checkbox"/>	24316	IRB3, Guest3	Alumni Relations and Annual Giving	NEW	AMENDMENT	Minimal Risk #1	

Do you want to delete the selected Protocol(s)?

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:

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2.0.100.2 | Sig

Protocol(s) 24316 have been deleted.

eProtocol » Investigator » [Home](#) » Delete Protocol

IRB
Delete Protocol

<input type="checkbox"/>	Protocol ID	Principal Investigator	Department Name	Protocol Event	Form Type	Panel	Meeting Date
<input type="checkbox"/>	24330	IRB3, Guest3	Alumni Relations and Annual Giving	NEW	NEW		
<input type="checkbox"/>	24329	Millinger, Rachel	Office of Research Integrity	NEW	NEW		

NEW

Protocol ID	Principal Investigator	Department Name	Protocol Event	Panel	Meeting Date
24329	Millinger, Rachel	Office of Research Integrity	Pre-Review Required		
24330	IRB3, Guest3	Alumni Relations and Annual Giving	Pre-Review Required		
24322	IRB3, Guest3	Alumni Relations and Annual Giving	SUBMITTED TO IRB		
24315	IRB3, Guest3	Alumni Relations and Annual Giving	Responses Sent (Cycle 2)	Minimal Risk	
24318	IRB3, G	Alumni Relations and Annual Giving	SUBMITTED TO IRB	Minimal Risk	01/04/2015

AMENDMENT

Currently there are no Amendment protocols.

Approved Protocols

Protocol ID	Principal Investigator	Department Name	Approval Date	Last Approval Date	Expiration Date	Review Decision	Form Type
24316	IRB3, Guest3	Alumni Relations and Annual Giving	02/24/2014	02/24/2014	04/16/2014	Administrative Review	NEW
24315	IRB3, Guest3	Alumni Relations and Annual Giving	02/24/2014	02/24/2014	02/23/2015	Administrative Review	NEW

Non Active

*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.