eIRB User Manual

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Oregon Health & Science University
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INTRODUCTION

The Electronic Institutional Review Board, from here on referred to as the eIRB, is the electronic system that makes the process of submitting research studies involving human subjects through the IRB review streamlined and efficient. It eliminates the need for paper and presents a glimpse into the future of the Electronic Research Administration. This will provide an easy way to process all study related documentation electronically and eliminate the need to fill out different forms with identical data.

Browser Requirements
Microsoft® Windows 9x, 2000, XP
- Microsoft® Internet Explorer 5.5 or higher available at http://www.microsoft.com/windows/ie/default.mspx

Macintosh OS X
- Netscape 7.1 or higher available at http://channels.netscape.com/ns/browsers/download.jsp

Macintosh OS IX
Please note that if you are using Macintosh OS IX you will have to obtain Netscape 7.0 in order for the eIRB to be usable. We recommend upgrading your operating system to Macintosh OS X. For information if your computer qualifies for this upgrade please contact the ITG Help Desk at (503) 494-2222.

System Requirements
The eIRB system will function on Microsoft® Windows 95 and higher as long as it is Microsoft® Internet Explorer 5.5 or higher with cipher strength of 128 bit installed.

The eIRB system will function on the Macintosh OS IX with Netscape 7.0 installed. For optimal functionality, we recommend Macintosh OS X with Netscape 7.1 or higher.
OHSU Employees
Open your Internet browser.

Into the address bar type **https://irb.ohsu.edu/irb**

Click the “Enter” key on your keyboard.

Click the “register here” link located in the upper left section of the page under “User Account” (see Figure 1).

Fill out the registration form (see Figure 2) with your current Employee ID, first and last name as they appear in the Human Resources (HR) records, your preferred username (whereby we recommend to use the first part of your e-mail address), and your valid, preferred e-mail address (i.e. [johndoe@ohsu.edu](mailto:johndoe@ohsu.edu)).
Click on the “Register” link located in the lower portion of the page.

Shortly after submitting the registration form, you will receive an e-mail containing your username and temporary password. Go to https://irb.ohsu.edu/irb, click on “Login” located in the upper right section of the page, and enter your username and temporary password.

**Non-OHSU Employees**

Open your Internet browser.

Into the address bar type https://irb.ohsu.edu/irb.

Click the “Enter” key on your keyboard.

Click on the “register here” link located in the upper left section of the page (see Figure 3).

![Figure 3](image1)

Click on the “OHSU eIRB Account Registration for Non-OHSU employees” link (see Figure 4).

![Figure 4](image2)
Fill out the form. Please note that the SSN is not required, however, it will help OHSU Human Resources (HR) department determine if your employee ID already exists or if they need to create a new one.

Click the “Submit” link.

After you have submitted the form, HR will create an Employee ID for you. You will receive an e-mail with this information shortly thereafter. Once you have received your Employee ID, type into the address bar https://irb.ohsu.edu/irb. Click on “register here” to register with the eIRB.

**LOGGING INTO THE eIRB**

To log into the eIRB, start on the eIRB home page at https://irb.ohsu.edu/irb.

Once the eIRB home page has opened, click on the “Login” link located in the upper right section of the page.

Next, enter your username and password. If this is your first time logging in, the eIRB will prompt you to change your password. This is necessary for security reasons. Please safeguard your password as you should be the only person who has access to your eIRB account.

Please note that providing your username and password to anyone willingly will constitute a violation of the OHSU policy regarding the use of electronic resources as specified at http://ozone.ohsu.edu/policy/pac/chapt_11/11-20-010.htm.

Once you have logged in, you will see the initial eIRB page. This page contains useful information and updated news related to the eIRB system. After reading the page, click the “My Home” link located in the upper right section of the page.

**“My Home” Overview**

The “My Home” area of the eIRB is considered the starting point of the eIRB system. If you lose track of where you are in the eIRB, you can click on the link “My Home” located in the upper right section of the eIRB system to return to this page.

Please note that on the left hand side of “My Home” you have the option to create a new study or convert an existing study that has already been approved on paper. Existing studies should be converted only after the annual Continuing Review Questionnaire (CRQ) has been received.

In the lower section of “My Home” area you will find “My Inbox” (see Figure 5), which contains Protocols, Adverse Experiences, Protocol Deviations, Modifications, and Continuing Reviews. These require some type of action from you, such as completing the review questionnaire, revising the documents as instructed by an IRB Analyst, etc.
Next to the “My Inbox” tab you will find tabs for “Protocols,” “Modifications,” “Reportable Events,” and “Continuing Reviews” (see Figure 6). Each tab contains the same type of documents as the name states respectively. However, unlike under the “My Inbox” tab, these tabs contain all documents including those currently active or being reviewed by the IRB, GCRC, Biosafety, or Radiation Safety.

**CREATING A NEW STUDY**

Once you have logged into your eIRB account, click on the “My Home” link located in the upper right portion of the page.

In the upper left section of the page, click on the “Create new study” link (see Figure 7).
The Initial Review Questionnaire (IRQ) appears (see Figure 8). Answer the applicable questions on the page and click on the “Continue” button located in the upper and the lower right portion of the page. Alternatively, you may click on the “Save” link located in the upper and middle portion of the page and the eIRB system will automatically save your IRQ and create a new IRB number for your study.

Please note that it is very important to add your name at least to the IRQ in the role of the PI, Sub-Investigator or Research Staff before saving or exiting the IRQ. Should you skip this step, you will not be able to get back in to the study the next time you log in.
Adding Personnel To The Study

It is important to note that only individuals who have already registered with the eIRB can be added to studies within the eIRB. If you have a question regarding the registration process, see the section labeled “Registration” in this eIRB user manual.

At the very beginning of the IRQ you will find a section in which you can add study personnel to three possible categories: PI, Sub-Investigator, Research Staff (see Figure 9).

If you are the Principal Investigator, add your name first by clicking the “Select” button. If you are a Sub-Investigator or part of the Research Staff, click on the “Add” button.

Once the “Personnel Selection” page has opened, click on “Select” button (see Figure 10).
In the “Filter by” drop-down list box, select Last name, First name, Organization, or User ID and enter the search criteria.

Click the “Go” button and your name should appear in the results field. Click in the circle in front of your name (see Figure 11) and then click the “OK” button.

You will be returned to the “Personnel Selection” screen and your name will now be properly listed next to the “* Select Person:” label (see Figure 12).

Complete the “Responsibilities and Rights” sections for each member of the study team as they relate to this study (see Figure 13). Since you are creating and filling out this IRQ, you will also need to read and edit rights for this study. For individuals who are actively working on the study, but do not need to modify the IRQ, select “no” for edit rights. Similarly, there might be individuals who are in some way associated with this study, but neither edit the IRQ nor read it. In that scenario select “no” for both read and edit rights.
Updating Edit or Read Rights

The “Update Edit or Read Rights” action (see Figure 14) located under “Available Actions” in the study workspace allows you to quickly change edit or read rights for individuals who have been added to the IRQ.

When you add an individual through the “Update Edit or Read Rights” action, they will be able to edit and/or read the IRQ of your study. This person will not be automatically added to the IRQ as a participant in your study. It is recommended to use the “Update Edit or Read Rights” only to modify read or edit privileges of personnel added to the study through the IRQ.
NAVIGATING THE INITIAL REVIEW QUESTIONNAIRE (IRQ)

Understanding “Help Text Area”
Throughout the IRQ you can find the light-grey “Help Text Area” located on the right section of each page (Figure 15). The “Help Text Area” contains useful hints, explanations, and links to important documents, all of which will assist you in filling out the IRQ more accurately.

Figure 15

Using the Form Drop-Down List Box to Jump to Pages
The form drop-down list box (see Figure 16) is a convenient way to navigate through the IRQ if you do not wish to use the “Continue” button and if you already know the name of the form that you would like to modify. It is very important to note that the form drop-down list box will display a list of all eIRB forms and many of them may not apply to your study. However, if you use the “Continue” button, the system will be smart enough to walk you through the proper branching and display only the forms relevant to your study. For example, if your study has no connection to cancer and you use the “Continue” button, the eIRB will be smart enough to omit all cancer related forms. If you use the form drop-down menu, it will still display the cancer forms and allow you to access them even if they are unnecessary for your study. If you are uncertain which forms you need to access, use the “Continue” button.

Figure 16
Saving the Information You Have Entered
There are two ways to save information you have entered into an Initial Review Questionnaire, Continuing Review Questionnaire, Protocol Deviation Questionnaire, Adverse Experience Questionnaire, or the New Modification Request. You may use the “Continue” button to automatically save all data entered into a form before opening the next page. Or you may use the “Save” link located in the upper and lower center of the page (see Figure 17). The latter will save the information, but will not automatically open the next page.

Using Hide/Show Errors
The Hide/Show Errors link located in both the upper as well as the lower center of the IRQ allows you to check for any required questions that have been omitted. In order to turn off the displaying of errors, click on the “Hide/Show Errors” one more time (see Figure 18).

The links in the result field of the Errors window allow you to jump directly to the required question and answer it (see lower section of the screenshot of Figure 18 above). Once you have answered the question, click on the “Save” link and then click on the “Refresh” button located in the lower right section of the page. Repeating this process will remove errors from the list as they are corrected until finally there are no errors left.
Please note that the PI will not be able to submit your study if there are any unanswered required questions (usually distinguished by a red asterisk in front of the question) left unanswered.

Exiting the Review Questionnaire

Before exiting it is important to save your answers by clicking the “Save” link. To exit the Review Questionnaire please use the “Exit” link located both in the upper as well as in the lower center section of the Review Questionnaire (see Figure 19).

![Figure 19](image)

When you click on the “Exit” link, a standard warning window will open asking you if you have saved your answers already (see Figure 20).

![Figure 20](image)

If you have saved your answers, click the “OK” button and you will successfully exit the “Review Questionnaire.” If you have not saved your answers, click on “Cancel” and then click on “Save” before clicking on “Exit” again.

Uploading Documents

At the end of every Review Questionnaire, you are given the option to upload electronic documents or to indicate if you are mailing hard copies of documents to OHSU Research Integrity Office (ORIO) (see Figure 21). The eIRB will allow you to upload electronic documents of any type and format. It is important to keep in mind that the reviewer of these documents, such as an IRB Analyst, must have the same software application as you to be able to open and read the uploaded document.

We recommend that you use standard software applications available on OHSU workstations, such as Microsoft® Word, Excel, PowerPoint, Adobe Acrobat Reader, and Internet browsers.
In some circumstances you will not have electronic files for some documents, such as very large advertisement posters and brochures. You can indicate that you are mailing a hard copy to ORIO. Once ORIO has received the hard copies of your documents, ORIO staff will use scanners and convert the documents into the electronic format and attach the documents to your study.

Options for the generic category of the document will be displayed. Next to them you may check if the document is submitted to the IRB in electronic or hard copy format, as well as the total number of instances (see Figure 21).

If none of the generic categories apply to your document, the lower section of the page contains an option for “Other” that allows you to specify the name of the document (see Figure 22).

Once you are ready to upload electronic documents, click the “Add” button located in the lower left section of the page (see Figure 22).
Provide a general title for your document such as “Protocol,” “Lay Language Summary,” and “Consent Form” (see Figure 23). Do not include version dates or numbering in the title. These may be retained in the body of the document. Click on the browse button in order to locate the document you would like to upload.

Once you have located the document on your hard-drive or on the network-drive, select the document, click the “Open” button (see Figure 24) and then click the “OK” button on the document upload window. We discourage using the “Apply” button, as it will leave the document upload window open and potentially upload your file twice if you then click the “OK” button.

You will be returned to the Documents page and the document that you have uploaded will be listed in the lower section of the page along with its title, date created, date modified, and version (see Figure 25). If you would like to delete the document from the eIRB, place a check mark into the check box in front of the document and click the “Delete” button. If you wish to upload a newer version of the document, click the “Edit” link in front of the document and repeat the upload procedure. The document version will be automatically incremented (Version 0.01 to Version 0.02, etc.) while its name will remain identical. While it is possible to
change the document title, we discourage this as it may cause confusion within the versioning system.

Alternatively, you may use the “Add or Edit Documents” link (see Figure 26) located in the left center section of the study workspace.

Once you have clicked on the “Add or Edit Documents” link, you will be presented with a new window allowing you to add, edit, or delete documents (see Figure 27) similar to the Documents Upload page located at the end of the Review Questionnaire.
Once you have completed uploading the documents, click the “OK” button in order to close the window and save your documents.

**Editing Uploading Documents**

The eIRB maintains a history of all subsequently uploaded documents and allows you to rollback to a previous version. This function can be accomplished by clicking the “Edit” link in front of the document and then by clicking on the “Show Advanced Option” button.

Once the advanced options are displayed, click on the “History & Roll Back” link (see Figure 28).
You may now select the document you wish to rollback to, followed by clicking the "OK" button (see Figure 29).

To delete a study document, simply place a check mark in front of the document and click on the "Delete" button. This function will remove the document. Be aware that deleted documents may not be retrieved.

When you open a Study, Continuing Review, Adverse Experience, Protocol Deviation, or Modification, you will see a comprehensive area entitled "Study Workspace," which displays useful information about the study (see Figure 30).

In the upper left section (brown) of Figure 30, you will notice the "breadcrumb trail" which displays the path from the beginning of the eIRB to your study itself and allows you to return to higher-level windows. In the study workspace, your IRB number is displayed in large red letters. When speaking with the Electronic Research Administration (ERA) Technical Support (which supports the eIRB) or with IRB Analysts, refer to the last digits of the IRB number, omitting the zeros. In Figure 30 it appears as "Root > Studies > Test Study."

Below the IRB number (see Figure 30), you will notice a colorful progress bar that visually indicates the status of the study. As your study goes through the review process, the progress bar will display its current stage by coloring the background of the specific progress bar stage.
Figure 30

**Study Workspace Details (Reference to Figure 30)**

- “Long Study Title” displays the long title you have given to the study during answering of the IRQ.
- “Study Status” indicates the current stage of the study.
- “Old IRB #” will be displayed only if you have converted an existing study from paper.
- “Board Number” indicates which of the four(4) IRBs is currently responsible for your particular study. This is very useful if you would like to speak with an IRB analyst who is handling your study.

You may call ORIO at (503) 494-7887 and inquire as to which analyst supports specific boards. You will then be provided with their contact information.

Other information on the study workspace is self-explanatory.

**UNDERSTANDING “AVAILABLE ACTIONS”**

**Notify Principal Investigator (PI)**

Once you have filled out the review questionnaire for a study, continuing review, protocol deviation, adverse experience, or modification and have uploaded all necessary documents, use the “Notify PI” action located in the left section of the study workspace. The eIRB sends an e-mail to the PI, which contains a direct link to the study or continuing review, etc., that needs to be submitted. This notifies the PI that she/he can now log in into his/her eIRB account, review the questionnaire for the study, continuing review, etc. and submit it to the IRB for the review process. This action is equivalent to their signature on paper. Additionally, you may enter a comment to be included in the e-mail sent to the PI.
Submitting Your Study
If you are the PI for a study, only you will have the option to submit (equivalent to a signature on paper) the study, continuing review, adverse experience, protocol deviation, or modification. Once you have opened the study web page and have reviewed the questionnaire for accuracy, you may click on the “Submit Your Study” link located on the left section of the study workspace page under Available Actions. You may enter a comment during this procedure. Once the submit action has been completed, the study will enter the review process. Depending on the type of the study, this may be GCRC Review, OCI Review, Radiation Safety Review, Biosafety Review, or Analyst Review.

Enter Comment
The “Enter Comment” action is a useful way to provide details about the study and add them to the project log. These comments will be visible to anyone who has access to your study and its project log.

Withdraw
The “Withdraw” action allows the PI to effectively cancel the study. This action will be useful if, during the initial preparation of the study, course of events impact the plans for the study and it is decided that the study will not be continued. Withdrawing the study will not delete the study and its information, but rather archive it. You will still be able to retrieve the information you have entered into the Review Questionnaire should the need arise in the future.

STUDY STATUS INFORMATION EXPLAINED

There are many different study statuses and initially you might find them confusing. The following definitions (sorted in alphabetical order) provide a comprehensive explanation.

Analyst Review – An IRB Analyst has either claimed or been assigned to your study and is currently reviewing it.

Analyst Revision – The IRB Chair has disapproved the administrative changes and an IRB Analyst is revising the study.

Analyst Response Prep – The IRB Chair has disapproved the memo that details the IRB’s deferment, disapproval, or approval with changes and the analyst is preparing a response related to this action.

Ancillary Approval Pending – You indicated that your study involves radiation and/or biologically sensitive matter and/or you have a conflict of interest. Therefore, the Radiation Safety Committee and/or Biosafety Committee and/or Conflict of Interest in Research Office will need to review and approve your study.

Board Review – Your study is scheduled for review by the IRB.

Chair Confirm Approval – The IRB Chair is reviewing the IRB’s approval of your study.

Chair Response Approval – The IRB has deferred, disapproved, or approved your study with changes (not with administrative changes). The IRB Chair will either send it to you or disapprove.
Chair Revision Approval – The IRB has approved your study with administrative changes and the IRB Chair is currently revising the study.

Chair Screening – The IRB Chair is currently reviewing your study.

Closed to Enrollment – Your once active, enrolling study has been closed to enrollment.

Department Approval – Your study requires the approval of certain department officials.

Documents Pending – ORIO is currently awaiting the hard copies of documents for your study, which they will scan and upload into the eIRB.

GCRC Review – Indication was made that General Clinical Research Center (GCRC) resources will be utilized by your study. Therefore, GCRC will have to review your study.

OCI Review – indication was made that the study relates to cancer. Therefore, the Oregon Cancer Institute will have to review your study.

Pending Docket – Your study has reached ORIO and is awaiting assignment or claimed by an IRB Analyst.

PI Review – The IRB Chair has approved administrative changes and the PI is now reviewing the study to confirm the changes.

Pre-board Revisions – An IRB Analyst returned your study to you for a revision. You may resubmit the study once you have applied the requested changes.

Protocol Hold – Your study has been placed on administrative hold by the IRB chair.

Researcher Preparation – Initial state of new studies indicating that you are in the process of filling out the Review Questionnaire for a study, continuing review, adverse experience, protocol deviation, or modification.

Researcher Revision – Your study has been returned to you for further revisions. You may resubmit the study once you have applied the requested changes.

Terminated – The study has been completed and terminated.

Withdrawn – The PI has withdrawn your study.
CONVERTING EXISTING PAPER STUDIES INTO THE eIRB

If your active study is currently on paper and has a continuing review soon, you should first convert your active paper study to the eIRB by selecting “Convert Existing Study” located in the upper left section of the “My Home” page (see Figure 31).

The abbreviated Initial Review Questionnaire (IRQ) will open. Enter a short study title and choose the option “Converting an Existing Study” (see Figure 32).
Answer the remaining questions on the page. Most importantly, add your name to the study as previously explained in this user-manual under the section titled “Adding Personnel To The Study.” Use the “Continue” button to navigate through the rest of the abbreviated “Converting Existing Paper Studies Into the eIRB” questionnaire and answer all applicable questions.

Once you have completed the IRQ for the converted study, the PI of your study will submit it and give you the option to create a new Continuing Review.

**CREATING CONTINUING REVIEWS**

Before you can create a continuing review, you must have an active study in the eIRB. If you already have an active paper study, you may convert it in the eIRB. For details on converting an existing study, read “Read Converting an Existing Study” of this user manual.

In order to create a continuing review, open your active study. In the lower left section of the page, click on the “New Continuing Review” button (see Figure 33).

Initially, the CRQ will prompt you for a name (see Figure 34) for your continuing review (e.g. 2004 CRQ). Enter a name and use the “Continue” button located in the upper and in the lower right portion of the page to navigate through the CRQ while answering all applicable questions page by page.
CREATING MODIFICATIONS (PRAFs)

Your study must be “active” in the eIRB before you submit a modification request. Once you have opened your active study, click on the “New Modification” button located in the lower left section of the study workspace (Figure 35).

Enter a name for the modification (e.g. Amendment # 2) and choose the “Modification Request” option in the lower left section of the page (see Figure 36). Once the first form has been filled out, click on the “Continue” button in order to navigate through the Modification questionnaire to answer all applicable questions.
REPORTING PROTOCOL DEVIATIONS (PREVIOUSLY KNOWN AS PROTOCOL VIOLATIONS)

In order to report a Protocol Deviation, open your active study and click on the “New Protocol Deviation” button located in the lower left portion of the page (see Figure 37).

The Protocol Deviation form will open and prompt you to enter a name for the deviation (see Figure 38).

Enter a name for the protocol deviation and click on the “Continue” button in order to navigate through the questionnaire while answering all relevant questions.

REPORTING ADVERSE EXPERIENCES

In order to report an adverse experience encountered during the course of your research study, open your active study. In the lower left portion of the page, click on the “New Adverse Experience” to open the Adverse Experience questionnaire (Figure 39).
Enter a name for the adverse experience (e.g. 2004 AE) and click on the “Continue” button to navigate through the Adverse Experience questions (see Figure 40).

TERMINATING STUDIES

Once your research study has been completed and you wish to officially terminate it, open your active study in the eIRB. Once the study workspace is open, click the “Terminate This Study” link located in the lower left section of the page (Figure 41).

Please note that the links above (Create a Modification, Submit a Modification, Create a Termination Report, Submit a Termination Report) will open help pages pertaining to the topics and will not actually initiate a modification or termination.
Once the study workspace is open, click on the “Terminate This Study” link located in the lower left section of the page (Figure 41).

Enter a name for the termination and chose the “Terminate Study” option in the lower portion of the page (see Figure 42). Click on the “Continue” button to navigate through the study answering all relevant questions.

**IRB SANDBOX (eIRB PLAYGROUND)**

The IRB SandBox is a special eIRB web site, which is identical to the main eIRB as far as its functionality is concerned. It was created for the sole purpose of providing an area where you can experiment with the eIRB and its functionality. You can access the eIRB SandBox by visiting http://irbdev/sandbox or http://irbdev.ohsu.edu/sandbox/. Please note that the registration for the eIRB SandBox is independent from the main eIRB registration so you may have to register again. Also, the eIRB SandBox is cleaned frequently and any studies you create in the SandBox will be lost.
GETTING HELP

Technical
You may receive technical assistance for the eIRB by contacting ORIO at (503) 494-7887 or at irbinbox@ohsu.edu.

You are also welcome to attend the self-paced eIRB Lab Sessions where you will receive both qualified technical help and help relating to IRB process policy and specific form wording and meaning. The up-to-date schedule for the lab sessions can be found on the RDA Education Calendar at http://ozone.ohsu.edu/research/rda/education/calendar/calendar.php.

The eIRB Home Page is yet another excellent eIRB resource and can be found at http://www.ohsu.edu/research/rda/eirb/.

We have also created an eIRB Online Training, which you can access at http://www.ohsu.edu/research/rda/eirb/wbt/. The modules for the eIRB Online Training have been created to provide the greatest possible flexibility. This allows you to watch an automatic simulation or to interactively follow the instructions on the screen. Additionally, each module contains a downloadable and printable Adobe Acrobat PDF file. Please note that you will need the latest version of Adobe Acrobat, 6.0, available for free at http://www.adobe.com/products/acrobat/readstep2.html.

Study Related (IRB related)
For questions related to the wording and the meaning of the Review Questionnaires, feel free to contact ORIO at (503) 494-7887 or at irbinbox@ohsu.edu.

You can also view the list of all ORIO personnel and their contact information at http://www.ohsu.edu/xd/research/about/integrity/irb/board_information.cfm.

Additionally, ORIO maintains a website with useful information at http://www.ohsu.edu/xd/research/about/integrity/irb/index.cfm.

General Computer Help Desk
The General Computer Help Desk provided by ITG (Information Technology Group) can be reached at (503) 494-4222 for questions related to your operating system, network access, and common software applications installed on your computer. The ITG Help Desk Home Page can be accessed at http://helpdesk.ohsu.edu/default.aspx.

ERRORS

"Could not complete the registration due to one or more errors:

Form submission failed. Typically this means that the user id you specified is already in use."

30
This error will occur during registration and indicates that your eIRB account already exists. In order to resolve this error, contact ORIO at (503) 494-7887 or at irbinbox@ohsu.edu and we will provide you with a username and password.

"Could not complete the registration due to one or more errors:
Could not execute autoSettings script:

Could not register this user against the OHSU HR database.
If you are not an OHSU employee see Next Steps for more information."

This error will occur during registration and indicates that your information does not match your HR records. For instance, your employee ID might be incorrect or you are using an abbreviated version of your first name such as Rob while HR records have Robert on file. If all your efforts fail, contact ORIO at (503) 494-7887 or at irbinbox@ohsu.edu and we will provide technical assistance.

"Could not update the Study due to one or more errors:
There were problems submitting this form..."

This error may occur during the navigation of the Review Questionnaire and indicates that you have omitted to answer a required question.

This warning window will appear if you have clicked on a link within the eIRB more than once while the system was still trying to complete the first click.

"You are not authorized to view this page."

This error might occur if you have omitted to add yourself to the study you created and the eIRB has locked you out of the study. Contact ORIO at (503) 494-7887 or at irbinbox@ohsu.edu and we will manually add your name to the study upon which the eIRB will allow you to view the study you created.
GLOSSARY OF ACRONYMS AND TERMINOLOGY

Browser – Software Application used to view web pages and navigate the World Wide Web.

CRQ (Continuing Review Questionnaire) – a questionnaire filled out when a new continuing review is created.

eIRB (electronic Institutional Review Board) – the electronic system which allows you to submit human subject research studies through a web-based interface as opposed to paper.

ERA (Electronic Research Administration) – a section of the Research and Development Administration responsible for design and implementation of electronic administration.

IRB (Institutional Review Board) – the board responsible for overview of human subject research studies. The IRB has the sole authority to approve human subject research studies.

IRQ (Initial Review Questionnaire) – the questionnaire completed when a new study is initiated or an existing study on paper is being converted into the eIRB.

RDA (Research and Development Administration) – a section of OHSU responsible for research and development administration.

Platform – in technological terms a platform represents the basis on which a certain technology or software application is running.

OHSU – Oregon Health & Science University

ORIO – OHSU Research Integrity Office

Webridge – the company that provided the technological platform on which the eIRB was built.