**Post Data Migration Guidance for Researchers and Study Teams**

Data Migration a Success – Both Systems are Up and Running!

All studies that had no outstanding or open items successfully migrated to the new system - about 3/4 of all IRB studies!

For those remaining, a nightly migration process will bring the study over to the new system when all outstanding actions in the old system have been approved and all documents processed. We will be living in both systems for several months until all remaining studies have migrated.

**Following are some key points to remember moving forward:**

1. **What migrated studies look like:**
   a. Studies that migrate will have a ‘Read Only’ status in the old system and are found under the ‘Read only’ tab in the old system.
   b. Only active studies without open activities (i.e., were not in Researcher Preparation/Revision or with an open modification/CR/UP or PD) were migrated to the new system.
   c. Studies already terminated in the old system do not migrate. The old system will remain as the official archive to view these studies.
   d. For ease of navigation, each migrated study in the old system has a link to the study in the new system, and the new system has a link back to the study in the old system.

2. **What information migrated:**
   a. Only key information and current documents required for continued study conduct were migrated.
   b. Prior information and documents remain accessible on the study in the old system.
   c. Follow-on submissions (Mods, CRs, UPS, PDs) initiated in the old system do not migrate to new system.

3. **Study Numbers:**
   a. Migrated studies retain the same IRB number (for example, IRB00012345).
   b. Studies created in the new system have IRB numbers that begins with ‘STUDY’ (for example, STUDY00015999).

4. **UPS and PDs are now Reportable New Information:**
   a. All new information, including UPS/PDs, will be submitted under an umbrella category of Reportable New Information, including updated Investigators’ Brochures (IBs), monitor letters noting any deficiencies, audit letters (regardless of outcome – favorable or otherwise), etc. (for more info, see the ‘Reportable New Information Quick Guide’).
   b. You should see a ‘Report New Information’ button on the new system study workspace.
   c. Any ‘Reportable New Information’ that requires updates to study documentation, (including all updated IBs) will also require creation and submission of a modification.

5. **Terminology Changes:**
   a. ‘Terminated’ in the old system is now called ‘Closed’; those studies are ‘Archived’.
   b. The status ‘Closed to enrollment’ in the old system does not exist in the new system. The status will be listed as ‘Active’ regardless of enrollment being closed or not.
   c. ‘IRB Analyst’ is now ‘IRB Coordinator’.
   d. UPS/PDs/AEs are now ‘Reportable New Information’ (RNI)
e. ‘Researcher Preparation’ is now called ‘Pre-Submission’
f. Use “Add Comment” function to communicate with the IRB instead of “Contact Reviewer”.

Your part in the migration process:

1. Joint VA studies and IRQ Information: If your migrated study involves the VA, at your next continuing review, you will need to move information from the currently uploaded VASQ forms to VA-specific pages in the electronic IRQ.
2. Review your studies: For the correct IRQ information, documents, and study personnel
3. Correct any IRQ information or document (including anything missing):
   a. Submit a modification,
   b. Include a memo describing what is being corrected,
   c. Special note on Age ranges: Most migrated studies will be missing the ‘interval’ information on the age range of study subjects. Please note if the age range is ‘minutes’, hours, days, weeks, months, or ‘years’.
4. Archive documents: For all submissions still in the old system waiting for migration, continue to archive any documents no longer in use.
5. Withdraw old items: withdraw any studies or modifications/continuing reviews/UPs or PDs in the old system that you do not plan on completing/submitting in the immediate future. You will still be able to access information/documents in the old system if you need it to submit in the new system.

If you have any questions, concerns or difficulties or need any assistance, do not hesitate to contact us!

Call your IRB Coordinator (formerly your IRB Analyst) at 503-494-7887 option 1 or David Holmgren, IRB Manager at 503-346-3528, email: irb@ohsu.edu.

Thank you all for working together with us to ensure a smooth and effective transition to the new eIRB!