Submitting a Study that will use a Commercial IRB
Select “Create New Study” from your Inbox
Select “Yes” for “Will an external IRB act as the IRB of record for this study?”
1. Click the “Select” button

2. Start typing the name of your external IRB

3. Click “Go”

4. Select your external IRB from the list by clicking on the radio button
Complete the Funding page

Sources of Funding and Other Support

1. Identify the organization supporting this research, financially or otherwise:
   - Funding/Support Source
   - Sponsor’s Funding ID
   - Grants Office ID
   - Attachments

Add Funding or Support Source - Windows Internet Explorer

1. Funding/Support Organization:
2. Sponsor’s funding ID: (assigned by external sponsor)
3. Grants office ID: (assigned internally)
4. Attach files: (include any grant applications)
   - Add Document
   - Category
   - Date Modified
   - Document History
   - There are no items to display

* Required
Only the PI and primary contact person (i.e. submission preparer) need to be listed. So the Study Team page is optional.

Click “Finish”
If you indicated that the PI has a conflict of interest, upload an explanation as a comment.

Notify the PI to submit the study.
When the study is approved by the External IRB, upload:

- External IRB approval letter
- Approved protocol
- Approved ICF(s)
NU IRB will confirm use of External IRB in eIRB+
An email confirmation will be sent, but a formal IRB letter will not automatically be generated.
Study Maintenance

• Modifications (*i.e. protocol amendments, changes in consent forms or study materials, personnel changes other than the PI*) and continuing reviews are **NOT** submitted to the NU IRB for review or approval

• Use the “Update External IRB Status” function to notify NU IRB of
  - PI Change
  - Continuing Review approval from External IRB
    • External IRB CR approval letter
    • Most current approved protocol
    • Most current approved ICF
Update approval dates and upload new supporting documents