

eIRB Legacy Transition Resource

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Retiring of the eIRB Legacy System

The Northwestern University IRB Office will retire the eIRB Legacy system in August 2024. The IRB has not used the system to conduct reviews of active research studies since 2014.

The IRB Office thanks you in advance for your attention to this matter. If you have any questions about the retirement of our eIRB Legacy system, please contact the IRB Office at irb@northwestern.edu.

Background

The IRB submission systems (eIRB Legacy and eIRB+) are electronic systems used to facilitate the review of human research and streamline IRB operations. The original eIRB system (eIRB Legacy) was launched in the spring of 2005, and the office transitioned to the current eIRB system (eIRB+) in November 2014. When eIRB+ was launched, active studies in eIRB Legacy were migrated to the new system. These migrated studies kept the same study IDs in the new system. Study access rights for eIRB Legacy users were transferred to eIRB+.

eIRB Legacy Access

1. How study access was transferred from eIRB Legacy to eIRB+?

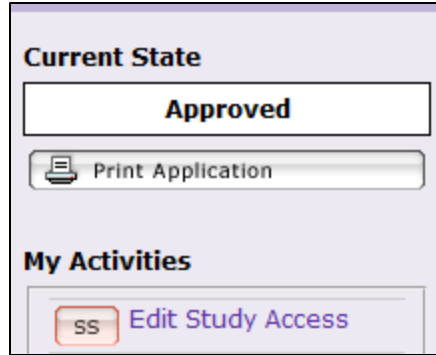
- a. Active user accounts/profiles in eIRB Legacy for then active and in-progress studies were transferred to eIRB+. Individuals who had access to eIRB Legacy during the transition to eIRB+ still have access to eIRB Legacy; however, that access is not backward compatible. This means that personnel who were added to the study after it transitioned to eIRB+ do not have access to the eIRB Legacy study.

2. Who has access?

- a. PIs, study coordinators, submission preparers, and individuals already listed on the Study Access List in eIRB Legacy. Individuals who have access to eIRB+ do not necessarily have access to eIRB Legacy.

3. How to gain access to eIRB Legacy?

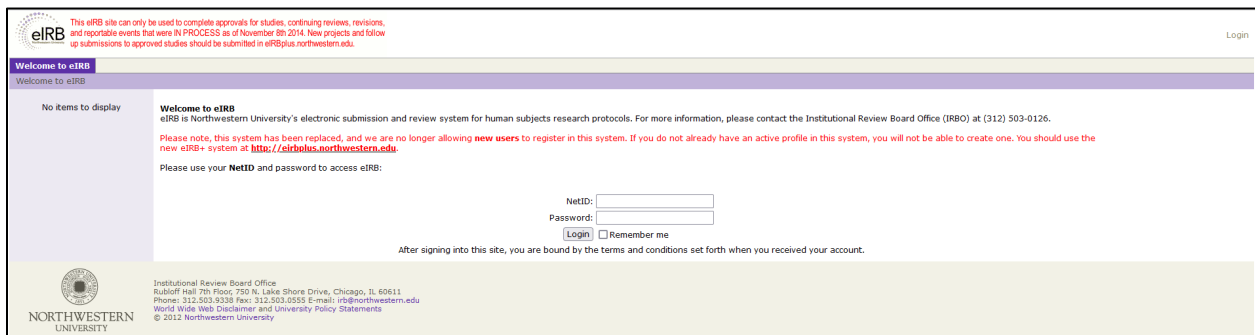
- a. If you require access to eIRB legacy, simply visit the [eIRB Legacy site](#) and register using your NetID and password. **Anyone with existing access to a Legacy study (the PI, Study Coordinator, Co-Investigator, or Study Team Member) can grant study access to another user; you do not have to contact the IRB to do so.** An authorized person can log into eIRB Legacy, access a study's workspace, and use the 'Edit Study Access' activity to grant access to other users.



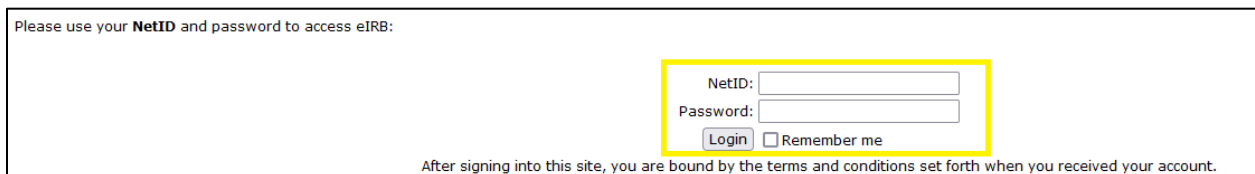
4. Navigation

a. Login

- i. Go to [eIRB Legacy](#).



- ii. Enter your Net ID and password.



1. Where can I find my Net ID?

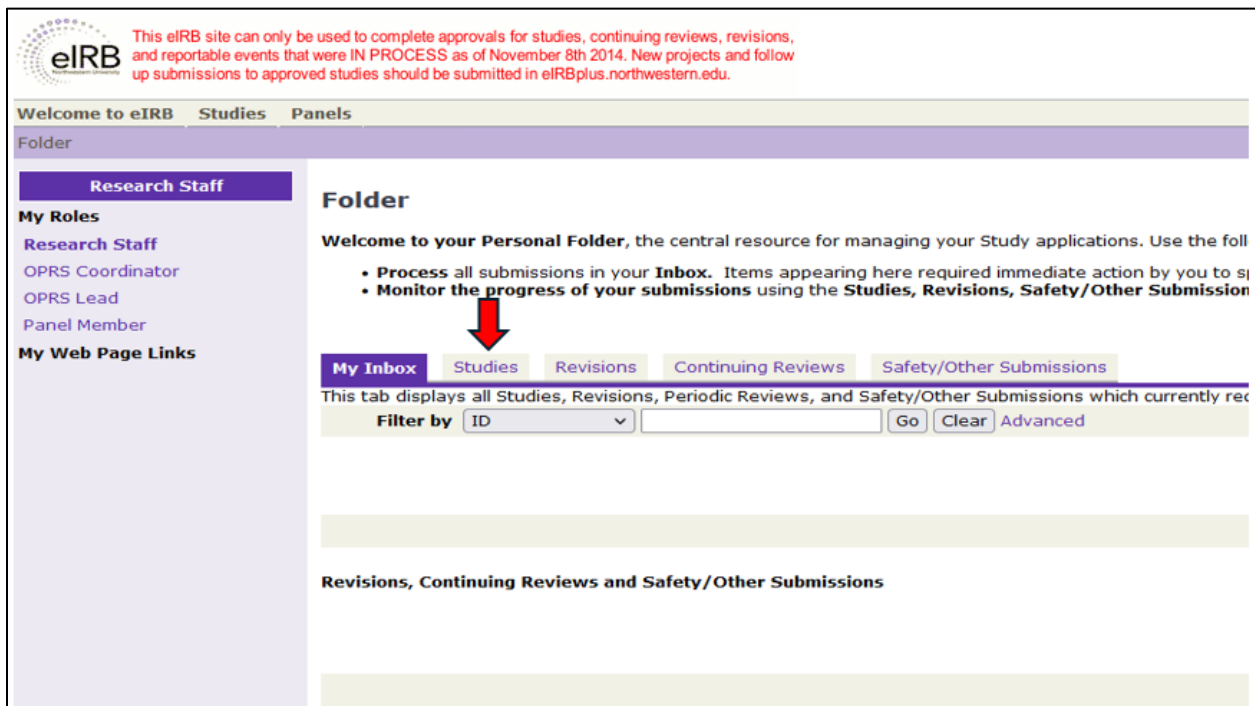
- a. If you think you might have a NETID, look yourself up in the NU directory.
 - i. If you're in the directory, you have a NETID, which is listed in the detailed view of the address entry.
- b. If possible, seek a NETID through your department/organization.
- c. Certain affiliates have arrangements with NUIT to assign NETIDs.
 - i. Shirley Ryan AbilityLab
 - ii. Ann & Robert H. Lurie Children's Hospital of Chicago
- d. Review the [NUIT NetID information page](#) or contact eIRB support (eirbsystem@northwestern.edu) for assistance.

2. What if I forgot my password?

- a. Information about changing or self-resetting passwords can be found on the [NUIIT Changing your NetID password webpage](#).

b. Individual Home Page

- i. Once logged in, the system should take you to your home page, but you can also access it by using the 'My Home' link in the upper right-hand corner. From there, you can navigate to the "Studies" page to either search for or select the study from which you want to print materials.



c. Studies

- i. All studies you can access will be listed on the studies page. Similar to eIRB+, there is a search option where the STU #'s can be inputted into the search field.

This eIRB site can only be used to complete approvals for studies, continuing reviews, revisions, and reportable events that were IN-PROCESS as of November 8th 2014. New projects and follow up submissions to approved studies should be submitted in eIRBplus northwestern.edu.

Welcome to eIRB Studies Panels

Folder

Research Staff

My Roles

Research Staff

OPRS Coordinator

OPRS Lead

Panel Member

My Web Page Links

Folder

Welcome to your **Personal Folder**, the central resource for managing your Study applications. Use the following guidelines to process your Studies:

- **Process** all submissions in your **Inbox**. Items appearing here required immediate action by you to speed your submission through the review process. The system will automatically notify you when action is required by you.
- **Monitor** the progress of your submissions using the **Studies, Revisions, Safety/Other Submissions**, and **Periodic Reviews** tabs.

My Inbox Studies Revisions Continuing Reviews Safety/Other Submissions

Filter by ID Go Clear Advanced

ID	Name	Date Modified	Owner	State	Review Type	PI	Expiration Date
STU				Approved	Expedited		
STU				Approved	Full IRB Review		
STU				Approved	Full IRB Review		
STU				Completed	Full IRB Review		
STU				Approved	Full IRB Review		
STU				Approved	Full IRB Review		
STU				Approved	Full IRB Review		
STU				Approved	Full IRB Review		
STU				Approved	Full IRB Review		
STU				Approved	Full IRB Review		
STU				Completed	Full IRB Review		

1 to 10 of 480

Folder

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My Inbox **Studies** Revisions Continuing Reviews Safety/Other Submissions

d. Study Home Page

- i. Once a study is selected, the system will take you to the home page. On this page, you can navigate to various components of the application. You can then select each submission type to print the information associated with the submission, such as the submission application, IRB-approved documents, and other study-related materials.

Differences in terminology between eIRB+ and eIRB Legacy

eIRB+ Terminology	eIRB Legacy Terminology
Modifications	Revisions
Continuing Reviews	Periodic Reviews
Reportable New Information	Safety-Other Submissions

Study: STU
Description: _____

Principal Investigator: _____ Type of Research: Bio-medical Expiration Date: _____ Approved Date: _____ Special Populations: Other (please describe) _____	Study Coordinator: _____ ReviewType: Full IRB Review Letter: View NUIRBS #: _____
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Migrated Study

This study was converted to eIRB+. Please reference this link to your converted study in eIRB+:

STU

History
Revisions
Periodic Reviews
Safety/Other Submissions
Documents
Change Log
Private IRB Comments

STU

History
Revisions
Periodic Reviews
Safety/Other Submissions
Documents
Change Log
Private IRB Comments

Name	State	<input type="checkbox"/> Last State Change	Description

STU

History
Revisions
Periodic Reviews
Safety/Other Submissions
Documents
Change Log
Private IRB Comments

STU

History Revisions Periodic Reviews **Safety/Other Submissions** Documents Change Log Private IRB Comments

Filter by Name Go Clear Advanced

e. Documents

- i. This page lists all of the most recent documents associated with a particular study prior to the eIRB+ migration (2014). Although the documents should be listed within the submission in which they were approved, you may also choose to print the materials from this page.
 1. To print a document, click on the document's link to open the file. Once opened, you may print the document using your preferred printer option.
- ii. You can also print the approved materials directly from each submission's approval letter. Click on the **"view"** link for the submission's approval letter to access the submission's approved document(s).

STU

History Revisions Periodic Reviews Safety/Other Submissions **Documents** Change Log Private IRB Comments

Approved Consent Forms:

Name
Quorum Review IRB (ICF Amended Approval Version 5.1).pdf

Research Protocol:

Name
20110144 Protocol Amend 1 2014-03-26 English.pdf

Grant application:

Name	Description
There are no items to display	

Interview Scripts:

Name	Description
There are no items to display	

Surveys/Questionnaires:

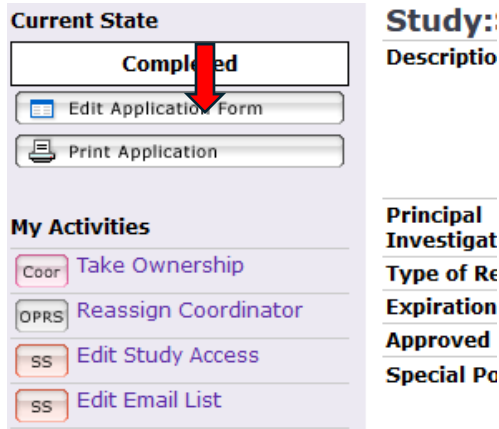
Name
20110144_eC-SSRSWelcomePrompt(Quorum Approved 5-09-2014).pdf
20110144_Patient Health Questionnaire_CSSRS Screenshots(Quorum Approved 4-30-2014).pdf
20110144_Self-Administration Diaries(Quorum Approved).pdf
Subject Material - PSI - 24 Hour - US English.pdf
Subject Material_BASDAI_TS2.0_eng-US_2.doc
Subject Material_CSS8002-7.28 FOR DiaryPRO 170 Quick Start Guide All Modems US English_Reduced.pdf
Subject Material_DLQI-English-US-Canada.docx
Subject Material_Patient Global Assessment_US_English.pdf
Subject Material_United_States_(English)_SF-36v2_Standard_Screen_Shot_Sample.pdf
Subject Material_United_States_(English)_SF-36v2_Standard_Single-Item.pdf
Subject Material_WPAI US English.doc
Subject Material-HAQ - DI_AU1.0_eng-USor.doc

Subject Recruitment - Copy of Materials:

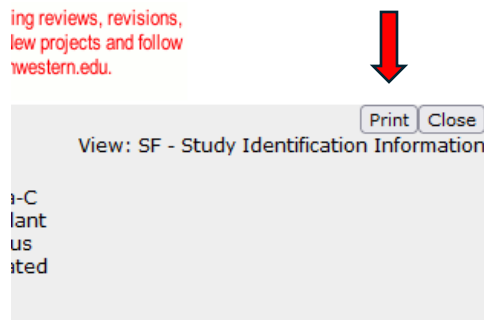
Name
20110144_Retention and Recruitment Material(Quorum Approved 4-30-2014).pdf
20110144_Retention and Recruitment Material(Quorum Approved 5-19-2014).pdf
20110144_Retention and Recruitment Material(Quorum Approved 4-10-2014).pdf
20110144_Retention and Recruitment Material(Quorum Approved 6-25-2014).pdf
20110144_Retention and Recruitment Material(Quorum Approved 6-30-2014).pdf

f. Applications

- i. You can also print each submission application associated with your study. After accessing your study, you will find a “print application” option for each eIRB Legacy submission type (initial, revision, periodic review, and safety—other submission). Click the “print application” button.



- ii. On the page that follows, click the print button found on the page’s upper right corner.



Preparing for eIRB Legacy’s Retirement

The system and its contents will no longer be available in August 2024. Please download all study materials **immediately** and save them to a secure location. Principal Investigators and their research teams should maintain their regulatory study files outside the IRB electronic submission systems as eIRB Legacy does not meet the regulatory requirements for storing research records. If there are any documents you require that are housed in eIRB Legacy, including documents/materials for studies that originated in eIRB Legacy and transitioned to eIRB+, they should be downloaded to an external location and stored. Once the eIRB Legacy system is retired, you will not be able to access it.

The IRB Office is here to support you as you assess your eIRB Legacy research studies and determine the appropriate next steps for your research portfolio. We have several resource documents you may find helpful, and we offer guidance and materials on the following topics related to this transition:

- [Study Record Retention guidance](#): helpful in determining what, if any, study documents you may need for your files
- [Regulatory Binder Checklist](#): offers guidance on the content of regulatory binders and their organization.
- [Research Record Components](#): provides guidance on regulatory binders and organization for Social Behavioral Research studies.

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