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. Pls, 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 <u>eIRB Legacy site</u> 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.

Current State
Approved
Print Application
My Activities
ss Edit Study Access

4. Navigation

- a. Login
 - i. Go to <u>eIRB Legacy</u>.

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Welcome to eIRB	
Welcome to eIRB	
No items to display	Welcome to e1R8 e1R8 is Northwestern University's electronic submission and review system for human subjects research protocols. For more information, please contact the Institutional Review Board Office (IBBO) at (312) 503-0126. Please note, this system has been replaced, and we are no longer allowing new users to register in this system. If you do not already have an active profile in this system, you will not be able to create one. You should use the new EBR+ system at <u>http://clinbule.aorthwestern.edu</u> . Please use your NetID and password to access eIR8:
	NetD: Password: Login Chemember me After signing into this site, you are bound by the terms and conditions set forth when you received your account.
NORTHWESTERN UNIVERSITY	Institutional Review Board Office Ruboth Hall Thin Rook 750 N, Lade Shore Drive, Chicago, II, 606.11 Work Web Web Dealbarers and University Policy Statements © 2012 Northwestern University

ii. Enter your Net ID and password.

Please use your NetID and password to access eIRB:	
	NetID: Password:
	Login Remember me
After signing into this site, you are	e bound by the terms and conditions set forth when you received your account.

- 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 <u>NUIT NetID information page</u> 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 <u>NUIT Changing your NetID password</u> <u>webpage</u>.

b. Individual Home Page

 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.

e to eIRB Studies	Panels									
Research Staff	Folder									
th Staff	Welcome to your Pers	mal Folder, th	e central resource for m	anaging your Study applications. U	lee the following guidelines to pr	ocess your Studies:				
oordinator	Process all subm	ssions in your	Inbox, Items appearin	phere required immediate action b	ov you to speed your submission	through the review process	. The system will automa	tically notify you when activ	is required by vo	u.
bot	 Monitor the prog 	ress of your s	abmissions using the S	tudies, Revisions, Safety/Other S	submissions, and Periodic Revie	www.tabs.				
ember										
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Page Links	My Inbox Studies	Revisions	Continuing Reviews	Safety/Other Submissions						
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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					
escription:							
incipal						Study Coordinator:	
vestigator:	Pia modical					BaulauTupat	
pe of Research:	Bio-medical					ReviewType:	View
oproved Date:						NUIRBS #:	VICIN
ecial Populations: Migrated Study s study was conve	Other (please describe	e) ference this link to your conve	erted study in eIR	8+:			
Higrated Study his study was conve	Other (please describe rted to eIRB+. Please re	e) ference this link to your conve	erted study in eIR	8+:			
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History Revisions	Other (please describe rted to eIRB+. Please re Periodic Reviews	e) ference this link to your conve Safety/Other Submissions er Submissions Documents Cha	Documents	B+: Change Log	Private IRB Comme	ints	
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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
Filte	er by Name	v)[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 Form	ns:				
Quorum Re	eview IRB (ICF	F Amended Approval	Version 5.1).pdf			
Research	Protocol:					
Name						
20110144	Protocol Ame	nd 1 2014-03-26 Eng	lish.pdf			
Grant app	ication:		Description			
There are	no items to di	isplay	Description			
Interview	Scripts:					
Name			Description			
There are	no items to di	isplay				
Surveys/0	uestionaires	5:				
Name						
20110144	_ eC-SSRSWe	lcomePrompt(Quorun	Approved 5-09-2014).pdf			
20110144	_ Patient Hea	Ith Questionnaire_CS	SRS Screenshots(Quorum App	roved 4-30-201	4).pdf	
20110144	_Self-Administ	tration Diaries(Quoru	m Approved).pdf			
Subject Ma	iterial - PSI - 2	24 Hour - US English.	pdf			
Subject Ma	terial_BASDA	I_TS2.0_eng-US_2.d	DC			
Subject Ma	iterial_CSS80	02-7.28 FOR DiaryPR	0 170 Quick Start Guide All Mo	dems US English	_Reduced.pdf	
Subject Ma	terial_DLQI-E	English-US-Canada.do	OCX			
Subject Ma	iterial_Patient	t Global Assessment_	US_English.pdf			
Subject Ma	terial_United	_States_(English)_SF	-36v2_Standard_Screen_Sho	t_Sample.pdf		
Subject Ma	terial_United	_States_(English)_SF	-36v2_Standard_Single-Item.	pdf		
Subject Ma	terial_WPAI	US English.doc				
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Subject Re	ecruitment - (Copy of Materials:				
Name						
20110144	_ Retention a	nd Recruitment Mater	ial(Quorum Approved 4-30-20	14).pdf		
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20110144	_Retention an	nd Recruitment Materi	al(Quorum Approved 4-10-20)	L4).pdf		
20110144	Retention an	nd Recruitment Materi	al(Quorum Approved 6-25-20)	L4).pdf		
20110144	_Retention an	nd Recruitment Materi	al(Quorum Approved 6-30-20)	L4).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.

Current State	Study:
Completed	Descriptio
Edit Application Form	
Print Application	
My Activities	Principal Investigat
Coor Take Ownership	Type of Re
OPRS Reassign Coordinator	Expiration
Edit Study Access	Approved
	Special Po
ss Edit Email List	

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:

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

If you have any questions about the retirement of our eIRB Legacy system, please contact the IRB Office at irb@northwestern.edu.