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 [NUIT 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.
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

<table>
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<tr>
<th>eIRB+ Terminology</th>
<th>eIRB Legacy Terminology</th>
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#### Study:

- **Description:**

#### Principal Investigator:

- **Type of Research:** Bio-medical
- **Expiration Date:**
- **Approved Date:**
- **Special Populations:** Other (please describe)

#### 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**
### e. Documents

1. 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.
2. 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).
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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