eIRB Upgrade
2023
The Overview

• These upgrades go into effect May 15, 2023.
• You will log in the same way.
• There are NO content changes to the application. The application questions remain the same.
• The primary changes include:
  • As a study team member, you will navigate between smartform pages by clicking continue or using the navigation pane on the left side. This navigation pane replaces the jump-to menu from previous versions.
  • As a reviewer (IRB Staff or board member) you will be able to review the application in a continuous form or use the navigation pane to quickly get to a smartform view.
  • Reviewer notes can now be page level or question level. This will be relevant to the way the reviewer enters the comment.
  • Reviewer notes will display as a dialog between study team and reviewer with the ability to upload documents.

• Applications created/in process by May 12 will remain in the old format.
Your home page will remain the same. You’ll see the same tabs mid-page and you’ll create a new application by clicking the activity on the left.

Folder for Jeanie Baird

Welcome to your Personal Folder, the central resource for managing your Research Study Applications. Use the following guidelines to process your Applications:

- Process all items in your Inbox. Items appearing here require immediate action by the Study Team to speed your submission through the review process.
- The system will automatically notify you when action is required by you or another member of the Study Team.
- Monitor the progress of your submissions using the Applications, Continuing Reviews, Amendments, Safety Events and Reports tabs.

My Inbox | Applications | Continuing Reviews | Amendments | Safety Events | ...
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This tab displays all Applications, Amendments, Continuing Reviews and Safety Events which currently require you to perform an action. Click on the items for more information.
You’ll see that in the new version, the activity bar along the top is gone, including the ‘jump to’ activity. All the pages of the application are listed down the left side of the page, and the buttons to exit, save and continue are on the bottom right.

The “Validate” button at the top of the menu bar can be used to check for missing data.
The comments will no longer be stacked at the top of each page.

1. You will see the orange concern icons in the left-hand menu of application pages.

2. You will also see them on each page, either at the top right of the page or next to the specific question the concern is addressing.
Seeing reviewer concerns in the application

Old Version

New Version

There will be an orange icon at the top right for page level concerns, and an orange icon next to the actual question for question level concerns. Click the icon to open the concern.
When the concern has been resolved by the IRB admin, a green check will appear above the orange box.
As always, please reach out to us with any questions/concerns you may have.

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