



HRPP *Working Together*

NEW

ONLINE IRB SUBMISSION SYSTEM

As of January 16, 2012, the IRB will no longer accept ANY new initial IRB applications in paper format.



The IRB is very excited to announce that on January 16, 2012, we will launch our new online electronic application submission system. This system was created through a close collaboration between the staff in the IRB and the UNMC IT Department who spent many months diligently developing the system. We are confident that this new user-friendly system will help streamline the application process by making it easier for investigators to complete and submit their protocols for initial re-

view, as well as other submissions (e.g. Continuing Reviews, Requests for Change, etc.) throughout the life of the study.

We believe that the new electronic application will help ensure that the IRB receives the information necessary for its review which, in turn, should help facilitate and potentially accelerate the entire submission, review and approval process. Further, it is the first step in a multi-year plan to create a paperless submission and review process.

HOW WILL THE ONLINE SYSTEM AFFECT APPLICATIONS THAT WERE SUBMITTED PRIOR TO JANUARY 16, 2012?

FULL BOARD STUDIES

Full board applications that were submitted prior to January 16 will remain in paper format for the life of the study. Conversion of those full board applications from paper to the electronic format will not be necessary for the foreseeable future. Continuing Review and Requests for Change will continue to be completed and submitted in paper format.

EXPEDITED STUDIES

Expedited applications that were submitted prior to January 16 will remain in paper format until Continuing Review, at which time they must be converted to the electronic application. Until the study has been converted to the electronic system, Requests for Change will continue to be completed and submitted in paper format.

EXEMPT STUDIES

Exempt applications that were submitted prior to January 16 will remain in paper format until the end of their approval period, at which time they must be converted to the electronic application. Requests for Change will continue to be completed and submitted in paper format.



TRAINING FOR THE ONLINE SYSTEM

All investigators and other research personnel are strongly encouraged to attend at least one of the two hour sessions designed to familiarize users with the new electronic system. While the system is “user-friendly”, there is, nevertheless, an inevitable period of user adaptation. Therefore, understanding the new system will enhance the ease and efficiency of submissions to the IRB. Laptops are welcome, but not required.

To sign up to attend a training session:

- Go to <http://www.signupgenius.com/index.cfm?go=c.SignupLogin&id=311853>
- Use password “IRB”

For questions about the system or training sessions, contact Sue Logsdon at slogsdon@unmc.edu or (402) 559-3779.

DATE	TIME	LOCATION
1/4/12	1pm-3pm	UNMC: DRC1-1005
1/5/12	10am-12pm	UNMC: DRC1-1005
1/6/12	1pm-3pm	UNMC: DRC1-1005
1/9/12	10am-12pm	UNMC: DRC1-1005
1/10/12	10am-12pm	UNO: Milo Bail Center Chancellor's Room
1/10/12	2pm-4pm	UNMC: DRC1-1005
1/11/12	1pm-3pm	UNMC: DRC1-1005
1/12/12	1pm-3pm	UNO: Milo Bail Center Chancellor's Room
1/13/12	1pm-3pm	UNMC: DRC1-1005

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