IRB eProtocol Checklist & Reminders

- Use a supported web browser (recommended browsers: Firefox 12, Safari 7)
- Make sure the Pop-Up Blocker is turned off
- Do not use the “Back button” in the system
- All Key Personnel must have a WSU Access ID & Password
  (email WSUIRBInfo@wayne.edu if you do not have one)
- All Key personnel should update their CITI profile to include their WSU Access ID
  (including the Dean/Authorized Signatory)
  (see attached instructions)
- All Key Personnel including the Dean/Chair/ Authorized Signatory must complete IRB
  required training modules:
  
<table>
<thead>
<tr>
<th>Required CITI Training Modules for IRB Submissions:</th>
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</thead>
<tbody>
<tr>
<td>o Basic Course in Human Subjects Research: Biomedical or Social Behavioral Investigators (Refresher course is required every 3 years)</td>
</tr>
<tr>
<td>o Responsible Conduct of Research</td>
</tr>
<tr>
<td>o Health Information Privacy and Security (HIPS) Module (per research role)</td>
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</tbody>
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<tr>
<th>Additional CITI Modules may be required based on Research Type:</th>
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<tr>
<td>o Children included as participants (CITI module: 152332 or 152335)</td>
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<tr>
<td>o Prisoners included as participants (CITI module: 152333 or 152336)</td>
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<tr>
<td>o Students included as participants (CITI module: 152334 or 152337)</td>
</tr>
<tr>
<td>o Internet Research (CITI module: 152338)</td>
</tr>
<tr>
<td>o International Research (CITI module: 153207)</td>
</tr>
</tbody>
</table>

- The role for All Key Personnel in eProtocol is identified as “Investigator”
- All Key Personnel must log-in to eProtocol and complete the Obligations & COI sections
  (see instructions provided)
- Only “ONE” individual can log in at a time to complete the Obligations & COI.
  o For studies with many key personnel it is recommended that a designee is assigned to coordinate key personnel sign off
  o Key personnel should log out of the system after completing their Obligations & COI
  o If an individual has a COI, their management plan must be attached to the Protocol Information-Attachments (section)
- Identify appropriate Dean/Chair/Authorized Signatory.
  (Dean/Chair/Authorized Signatory will need to log into system with their WSU Access ID & Password)
- Complete the eProtocol form section by section (in order), be sure to complete all applicable sections.
  o The “Check for Completeness” function can be used to assist with completing the form.
It is recommended that you complete all sections of the submission before starting the key personnel sign off process. *Please note IRB Deadline dates have not changed.*

The first time “Submit Form” is selected it is routed to the Dean/Chair/Authorized Signatory.

The Dean/Chair/Authorized Signatory is the **last** individual to complete Obligations, COI, & Department Certification before submitting to the IRB. This is a two-step process (see Dean/Chair instructions).

After Department Certification is completed the **PI or designee** should “Submit Form” to the IRB.

Please refer to the “Labeling Attachments in eProtocol” reference sheet Attach all applicable documents in the appropriate sections:

- Protocol, Protocol Addendums, Investigator Brochure/Package Inserts
- Consents/Assents/Participant Materials/Recruitment Scripts/Letters
- Data Collection Tools (Diaries, Questionnaires, Surveys, Assessments etc)
- Department Approvals (i.e. PRMC, DMC, Radiation Safety, Psychiatry, etc) other approvals (i.e. FDA IND/IDE letters, Sponsor Letters)
- CV/Resume, FCOI Plan, Letters of Support, External IRB Approvals etc.

If copying & pasting text into eProtocol, use Plain text. Copying & Pasting is not advised.

If applicable the following Protocol Summary Form appendices must be uploaded and attached to the submission for the Protocol Information-Attachments section (appendices available on the IRB’s website):

- PSF Appendix H: The Use of Biological Specimens
- PSF Appendix G: Imaging/Diagnostic Radiation Procedure
- PSF Appendix D: Cognitively Impaired Mentally Disabled Participants
- PSF Appendix F: Use of Drugs, Biologic Agents, or Devices
- Coordinating Center Application

The Review Process

- IRB Members may request revisions before the IRB meeting.
- IRB Members will provide comments to the IRB Administration Office.
- The IRB Administration Office will forward comments on to the PI/Designee to make corrections.
  - Email notifications are sent to the WSU email alerting of IRB review activities.
- Corrections should be made to the sections indicated per the comments request.
- Please also address that revisions have been made in the comments section.
- Please complete revisions in the system before the IRB meeting date.
- Please “Submit to IRB” in order for revisions to be reviewed before the IRB meeting date.
- **After the Meeting**: An email alert is sent notifying the PI/Designee of the IRB’s Determination.
- Please follow the instructions indicated on the e-mail. All Approval letters are available in the eProtocol Events History section.

*Need eProtocol Training or Assistance, please email: WSUIRBInfo@wayne.edu or contact the IRB Administration Office at 313 577-1628.*

updated 2/25/2019