



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
- Key personnel should update their CITI profile to include their WSU Access ID
(see attached instructions)
- All Key Personnel must log in to complete the Obligations & COI sections
(see screenshots instructions provided)
- Only one individual can log in at a time to complete the Obligations & COI
- Identify appropriate Dean/Chair authorized signatory
(Dean/Chair will need to log into system with their WSU Access ID & Password)
- Go through the form section by section, complete all applicable sections
- 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 the research includes Biological Specimens, Cognitively Impaired-Mentally Disabled Research Participants, Research Procedures Involving Radiation, or WSU is the Coordinating Center

Upload the Protocol Summary Form Appendices/documents as Attachments (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