



# IRB eProtocol Overview





# What is eProtocol?

Is a web-based system used to submit track, review, and approve research protocols in a paperless format.

WSU IRB Administration Office  
began implementing eProtocol  
**December 2017**



# Now Accepting

**Full Board** (greater than minimal risk)

**Expedited** (minimal risk)

**Exempt** (minimal risk)

**External IRB-Reliance Agreements**  
via eProtocol



# Electronic Submission Features

- WSU Access ID & Password is **required**
- CITI Profile **must** include the WSU Access ID
- Electronic Checks of Mandatory CITI Training
- Required CITI Training completed **before** submitting to the authorized signatory
- Transparent listing of key personnel & CITI Training with access ID connecting training
- Alerts & Notifications of IRB Review via WSU email
- Spell check
- Revision tracking
- Immediate access to approval letters and stamped documents



# Web Browser Requirements

Supported by Firefox 12 & Safari 7 web browsers



*(please disable the pop-up blocker)*

*Do not use the “Back” or “Refresh” buttons*



# System Requirements

- **WSU Access ID & Password is **required** for log-in**

If you do not have an access ID & Password please sign up for a guest WSU Access ID (note guest ID's require annual renewal)

- **Completion of Mandatory CITI Training**
- **Update CITI Profile with WSU Access ID**
  - Access ID Connects CITI training to eProtocol
  - Entry in lower case no extra characters or spaces
  - Must affiliate CITI profile with WSU
- **Electronic Sign-Off by Key Personnel**



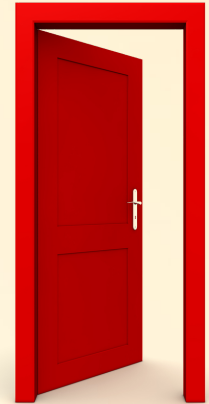
# System Requirements

 Does **not** require registration by users

 Does require a **WSU Access ID & Password**

WSU Access ID's are assigned to:

- WSU Faculty
- Staff
- Students



***A WSU Access ID & Password opens the door to eProtocol***

*Use the IRB's Key Personnel Guidance Tool  
to determine key personnel for your study*



# System Requirements

- 
- Only key personnel that will conduct research activities at WSU/WSU Affiliate should be included as key personnel for a submission**

*If it is an External IRB Submission (WSU IRB is not the IRB of Record)*

**DO NOT Include:**

- **Other sites' Principal Investigators**
- **Key Personnel from other non-affiliate sites**
- **McLaren Personnel (they are listed for the McLaren authorization). The McLaren Authorization document is submitted with the eProtocol application.**



**WSU Affiliates include:  
Detroit Medical Center, Karmanos Cancer Institute, & John D.  
Dingell VA Medical Center**

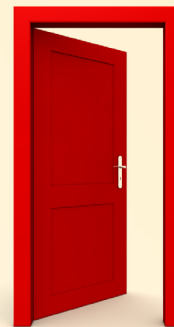


# WSU Guest Access ID Request

- Submit an e-mail request to [irbstatus@wayne.edu](mailto:irbstatus@wayne.edu)
- Include in email guest users:
  - First Name, Middle Name, Last Name
  - Birthdate
  - Previous Access ID (if applicable)
  - Organization (affiliate institution)

**Guest Access ID users will receive an email with ID activation instructions.**

- Guest IDs are for 1 year and must be re-activated yearly
- Guest IDs include a WSU Academica account with email
- Guest users should add their WSU Access ID to their [CITI Profile](#)
- Guest users should forward their WSU email to their primary email accounts to receive eProtocol notifications
  - Click [here for instructions](#) on forwarding the WSU email



# System Requirements

- Electronic sign offs by **ALL** study key personnel (2 step process)
    - Completion of Obligations Statement *Must use the WSU Access ID*
      - Maintain CITI training
      - Follow direction of PI to adhere to the study protocol, institutional policies, & research regulations
    - Conflict of Interest (COI) Statement
- 

## Dean/Chair/ Authorized Signatories (3 step process)

**also log in to eProtocol to:**

1. Complete Obligations
2. COI disclosure
3. Complete Department/College certification (pre-approval)



# Mandatory CITI Training

## (3) Required CITI Training Modules for

### ALL Key Personnel & Authorized Signatories

**(I) Basic Course in Human Subjects Research:** Biomedical or Social Behavioral Investigators (Refresher course is required every 3 years)

**(II) Responsible Conduct of Research**

**(III) Health Information Privacy and Security (HIPS)**

**Module** (per research role)



# Mandatory CITI Training

## Additional CITI Modules based on Research Type

- **Children included as participants** (CITI module: 152332 or 152335)
- **Pregnant Women, Fetuses or Neonates included as participants** (CITI module: 152332 or 152335)
- **Prisoners included as participants** (CITI module: 152333 or 152336)
- **Students included as participants** (CITI module: 152334 or 152337)
- **Internet Research** (CITI module: 152338)
- **International Research** (CITI module: 153207)



# Tips & Tools

- **Start Early**
  - IRB Full Board Submission Deadline Dates
    - Schedule is Available on IRB's Website
  - No deadlines for Expedited & Exempt Reviews
- All Users must complete the Mandatory IRB CITI Training  
(**before submitting Dean/Chair Sign-Off**)
- All Users **must** add WSU Access ID to their CITI Profile  
(6 character letter number combination, for example: aa1234)
  - **Work with your research personnel NOW to get this completed**
- Make sure the correct individual is listed as PI\*
- Use IRB Guidance Tools for Assistance (available on IRB website)
- Remember Administrative Approvals (DMC, CIC, PRMC, Psychiatry, Radiation)





For assistance with submitting to eProtocol e-mail

[irbstatus@wayne.edu](mailto:irbstatus@wayne.edu)

or call the IRB Office 313-577-1628

### Stay Updated:

Sign up for the IRB listserv

Email: [irbstatus@wayne.edu](mailto:irbstatus@wayne.edu)





Guidance Tools available on the IRB's website:  
[irb.wayne.edu](http://irb.wayne.edu)

Full training manuals & videos  
available on your mobile device's app store



# How to Access eProtocol?

[www.irb.wayne.edu](http://www.irb.wayne.edu)



or

<https://ksqaweb2.ovpr.wayne.edu/>

***Log in using WSU Access ID & Password***

