

# eIRB software upgrade to version 9.0.8

The new version of the eIRB system updates its format, layout, and interface to provide a more optimal and modern user experience. New features will be implemented to the Smartform and Reviewer Comments. This document details notable updates for Study Team Members. *Some features may not be fully supported in Internet Explorer versions 8, 9, and 10 browsers.* **NOTE – pictured banner heading colors are solely for demonstration purposes. The system will retain its blue heading banner.**

## Example of Main eIRB Page:

The Main eIRB page will retain the same functionality, layout, and style as the current version.

### Main eIRB Page

The screenshot shows the main eIRB page with a green header for 'Health Sciences South Carolina STAGING TEST'. The navigation bar includes 'My Home', 'eIRB', 'Education and Training', 'Studies', and 'Committees'. A left sidebar lists various health systems. The main content area features a welcome message, system outage information, and compatibility details.

**Welcome to the Health Sciences South Carolina (HSSC) electronic Institutional Review Board (eIRB), the application to manage IRB reviews and documentation for human research.**

**System outages:**

**eIRB is unavailable during all routine, scheduled times listed below. Users will not be able to log in:**

- DAILY System Maintenance:** Beginning at 12:30 am each morning, system maintenance is performed on the eIRB system. This process takes up to 2 hours to complete.
- System Updates:** System changes are scheduled for Wednesday April 19th, 2023 from approximately 5:00am - 6:00am.

**To ensure content remains in the system, users should save their work before these outages begin.**

**Compatibility:**

## Example of Project Workspace:

The Project Workspace will retain the same functionality, layout, and style as the current version.

### Project Workspace

The screenshot shows the project workspace for a study titled 'The Coolest Demo Study Ever ( Pro00127887 )'. It includes a 'Current State' sidebar with actions like 'Pre Submission', 'Edit Study', and 'View Smartform Progress'. The main area displays study details such as 'Full Title', 'Principal Investigator', 'IRB Campus', and 'Study Status'.

**Current State**

- Pre Submission ?
- Edit Study
- Printer Version
- View Differences
- View Smartform Progress
- Admin View

**My Activities**

- Submit Converted Study
- Submit Study

**Study Short Title:** The Coolest Demo Study Ever ( Pro00127887 )

**Full Title:** Testing Validate

**Principal Investigator:** Test User

**Study Coordinator:**

**IRB Campus:** Medical University of South Carolina

**Review Type:** Full IRB Review

**PI Department:** Medical University of South Carolina

**PI Institution:** Medical University of South Carolina

**Study Status:** There are no items to display

**Sponsors:** There are no items to display

**External IRB:** There are no items to display

**Study Team Approval to Post on SCresearch.org:** Yes

**IRB Approval to Post on SCresearch.org:** No

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## Example of Project/Study Application:

A modernized look and feel of the project application. These screenshots detail the differences in how the study application looks and feels.

1. The Save, Exit, and Continue button have been moved to the bottom right of the page. These buttons move with the page as you scroll down the page. The Save button saves any changes made on the page. The Exit button will take you back to the project workspace. The continue button saves the page and moves to the next Smartform
2. The JumpTo feature has been moved to the left side of the screen and become a side panel. The user can now jump in between Smartforms by using the side panel. The side panel can be minimized by using the arrows to the top right of the side panel. The page you are currently editing is saved if you use the JumpTo panel to jump to a new Smartform.

All functionality currently available in the study application is also available in the upgraded version of eIRB.

**New Study Smartform Design**

Health Sciences south carolina STAGING TEST  
a collaborative to advance health sciences

Hello, Robert Howe

Validate Compare

**Editing: Pro00127886**

Go to forms menu Print 1 Icons Help

VIEW000072

**Study Identification Information**  
This is the first step in your Human Research Application. You will automatically be guided to the appropriate forms needed to complete your submissions.

**1.0 \* Full Title:**  
Enter the full study title 1  
Testing Validate

**2.0 \* Short Title:**  
Enter a short descriptive title for this study (65 characters maximum): 1  
4-17-23 Demo Study

**3.0 \* Briefly describe the scientific or scholarly rationale:**  
(i.e. purpose of research) 1  
Testing Validate

**4.0 \* Brief Study Summary:**

Exit Save Continue

# eIRB software upgrade to version 9.0.8

## Example of Project/Study Application Continued:

3. The Hide/Show Errors button has been moved to the top left corner of the screen and is now called “Validate”. When clicked, the Validate button will display any required questions on the application which have not been completed. Completed Smartforms will be shown with a green check mark. Smartforms which have a required question not completed will be shown with a red stop sign. The Validate button will also display any required reviewer comments which have not been responded to by the study team. The refresh button can be used to update the validation.

All functionality currently available in the study application is also available in the upgraded version of eIRB.

**Health Sciences south carolina STAGING TEST** a collaborative to advance health sciences Hello, Robert Howe

**Validate** Compare

Study Identification - eIRB Communication Coordinators ✓

Study Identification - Study Sites ✗

local\_sites This is a required field; therefore, you must provide the required information.

2 - Human Subjects Research

Human Subjects Research ✓

3 - Training

Training - CITI Training Records ✓

4 - Review Type

Review Type - Study Review Type ✓

5 - Protocol

### Editing: Pro00127886

Go to forms menu Print Icons Help

VIEW#3E1FAD5CF400

#### Human Subjects Research

The following questions will assist you in determining whether this project meets the federal requirements for Human Subjects Research.

1.0 \* Is this project a systematic investigation, including research development, testing, and evaluation, designed to develop or to contribute to generalizable knowledge?

Yes  No [Clear](#)

Reference: OHRP definition of Research

2.0 \* Does this project involve a living individual about whom an investigator conducting research: (i) Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (ii) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens?

Yes  No [Clear](#)

Reference: OHRP definition of Human Subject

3.0 Does this project involve a Humanitarian Use Device (HUD)? A HUD is a device intended to benefit patients in the treatment or diagnosis of a disease or condition aff the US per year. See additional guidance on HUD Designations.

Yes  No [Clear](#)

Exit Save Continue

# eIRB software upgrade to version 9.0.8

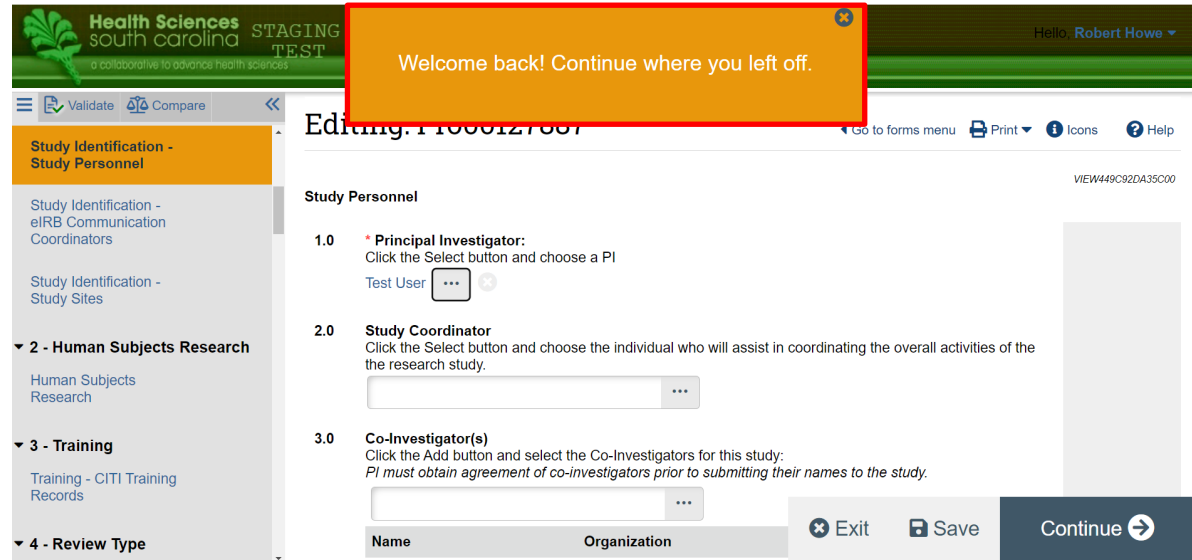
## Smartform Welcome Back Feature

### Example of new Smartform Features

Example screenshots of new features on the Smartforms:

#### 1. Smartform Welcome Back feature

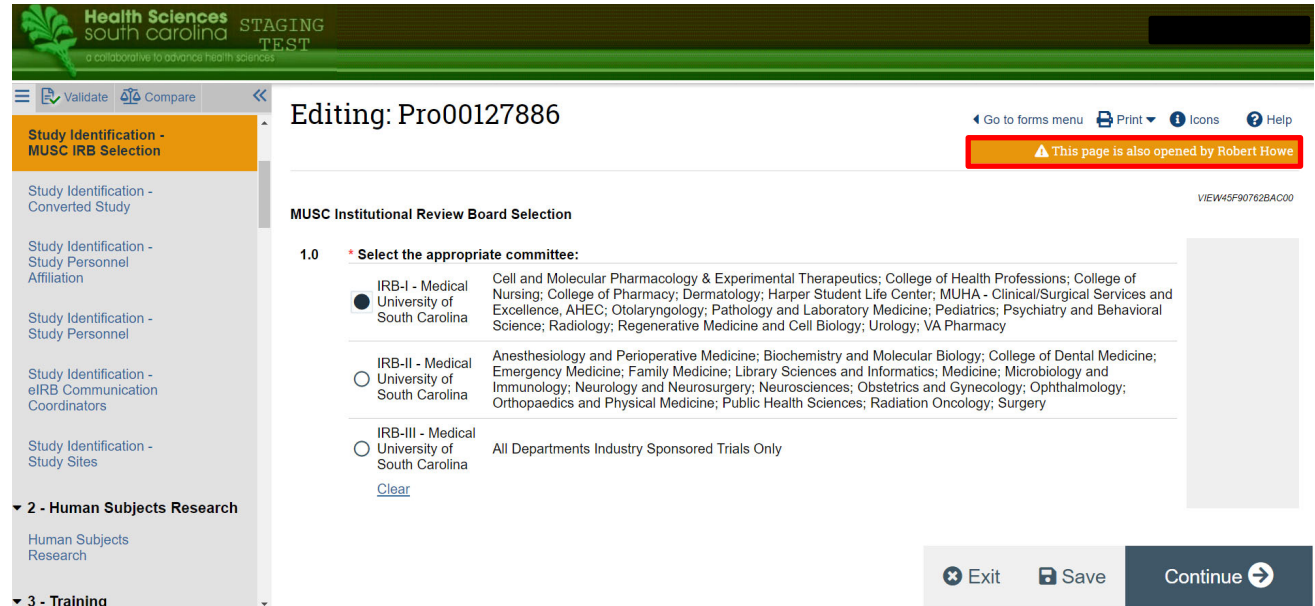
- If a user was previously working on a study application, left the study application, then went back to edit the study, the system would allow the user to resume their work on the same Smartform they were last working on



#### 2. Smartform Multiple Users Warning

- If two users with edit privileges are working on a Smartform at the same time, a notification will appear on the page informing the users of who else is currently editing the Smartform

## Smartform Multiple Users Warning



# eIRB software upgrade to version 9.0.8

## Example of new Smartform Features

Example screenshots of new features on the Smartforms:

### 3. Smartform Read Only Feature

- a. Users can view the Smartform in a read only format which allows them to view the project as a single scrollable page. Smartforms accessed in Read Only Mode are indicated by the “Reading” title at the top of the page

### 4. Smartform Slide-Ins

- a. Previously in the eIRB system, there were certain questions such as document uploads, which would initiate a pop-up. Pop-ups for questions have been converted to “slide-ins” which will appear in the user’s same tab to complete, rather than a new window.

## Smartform Read Only Feature

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Compare <<

Study Identification - Study Identification

Study Identification - Institutional Review Board

Study Identification - IRB Review Request - v2

Study Identification - MUSC IRB Selection

Study Identification - Converted Study

Study Identification - Study Personnel Affiliation

Study Identification - Study Personnel (Institution Specific)

Study Identification - eIRB Communication

Reading: Pro00127884

Go to forms menu Print Help

VIEW000072

**Study Identification Information**  
This is the first step in your Human Research Application. You will automatically be guided to the appropriate forms needed to complete your submissions.

1.0 \* **Full Title:**  
Enter the full study title  
First Test

2.0 \* **Short Title:**  
Enter a short descriptive title for this study (65 characters maximum):  
First Test

3.0 \* **Briefly describe the scientific or scholarly rationale:**  
(i.e. purpose of research)  
First Test

4.0 \* **Brief Study Summary**  
Non-scientific description of the research study, using 3 to 10 sentences: *Statements such as "see protocol" are not acceptable.*  
**Note:** Text entered in the Brief Study Summary field will be used to describe your study at [www.SCresearch.org](http://www.SCresearch.org), an online directory designed to facilitate recruitment, if inclusion on this site is indicated later in the application.  
First Test

5.0 \* **Is this a pilot study?**  
 Yes  No

Exit

## Smartform Slide Ins

Health Sciences south carolina STAGING TEST  
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Validate Compare <<

1 - Study Identification

Study Identification - Study Identification

Study Identification - Institutional Review Board

Study Identification - IRB Review Request - v2

Study Identification - MUSC IRB Selection

Study Identification - Converted Study

Study Identification - Study Personnel Affiliation

Study Identification - Study Personnel

Study Identification - eIRB Communication Coordinators

Study Identification - Study Sites

2 - Human Subjects Research

Human Subjects Research

3 - Training

Editing: Pro00127887

Federal - Favorable Funding Score

1.0 Favorable Funding Score Letter:  
[None] Upload

**Submit a Document**

Title:   
If not provided, the name of the file will be used

\* File:  Choose File

Show Advanced Options

\* Required

OK Cancel

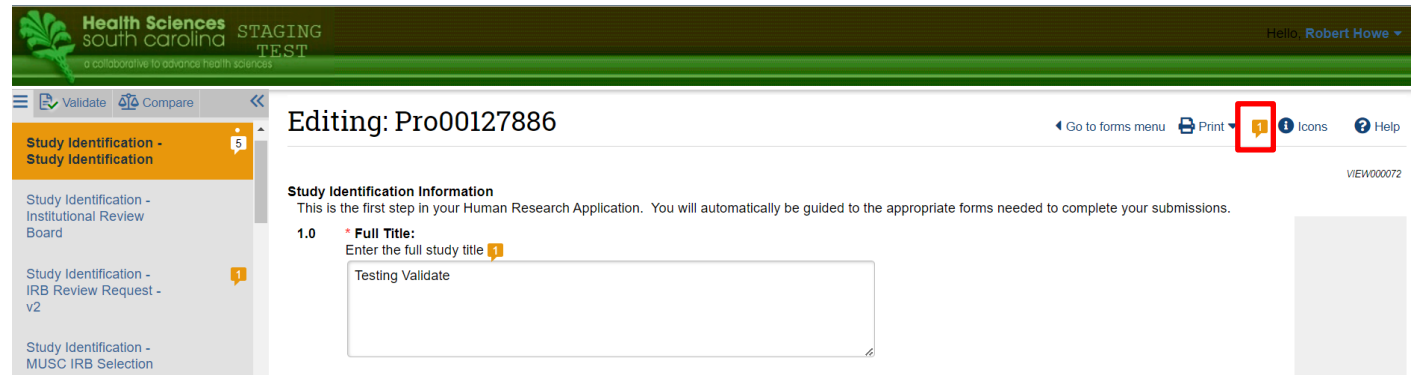
# eIRB software upgrade to version 9.0.8

## Viewing Reviewer Comments

Reviewer Comments can now be created and viewed on the Smartform or a specific question (called a field). The ability for reviewers to place their comments directly on questions will help study teams better understand what the IRB is specifically referencing in the comment. Reviewer Comments will now be shown as a CHAT Icon, which will display the number of reviewer comments which have been made within the icon. Only users which have permissions to create or respond to these comments will be able to see them. Example screenshots of the locations for reviewer comments are to the right:

1. Reviewer Comments at the Page Level
  - a. Similar to the reviewer process in the current version of eIRB
  - b. These can be viewed or responded to by clicking the chat icon in the top right corner
2. Reviewer Comments at the Question (Field) Level
  - a. These can be viewed or responded to by clicking the chat icon directly to the right of a question

## Reviewer Comments at the Page Level



## Reviewer Comments at the Question (Field) Level

### **Study Identification Information**

This is the first step in your Human Research Application. You will automatically be guided to the appropriate forms needed to complete your submissions.

#### **1.0 \* Full Title:**

Enter the full study title

Testing Validate



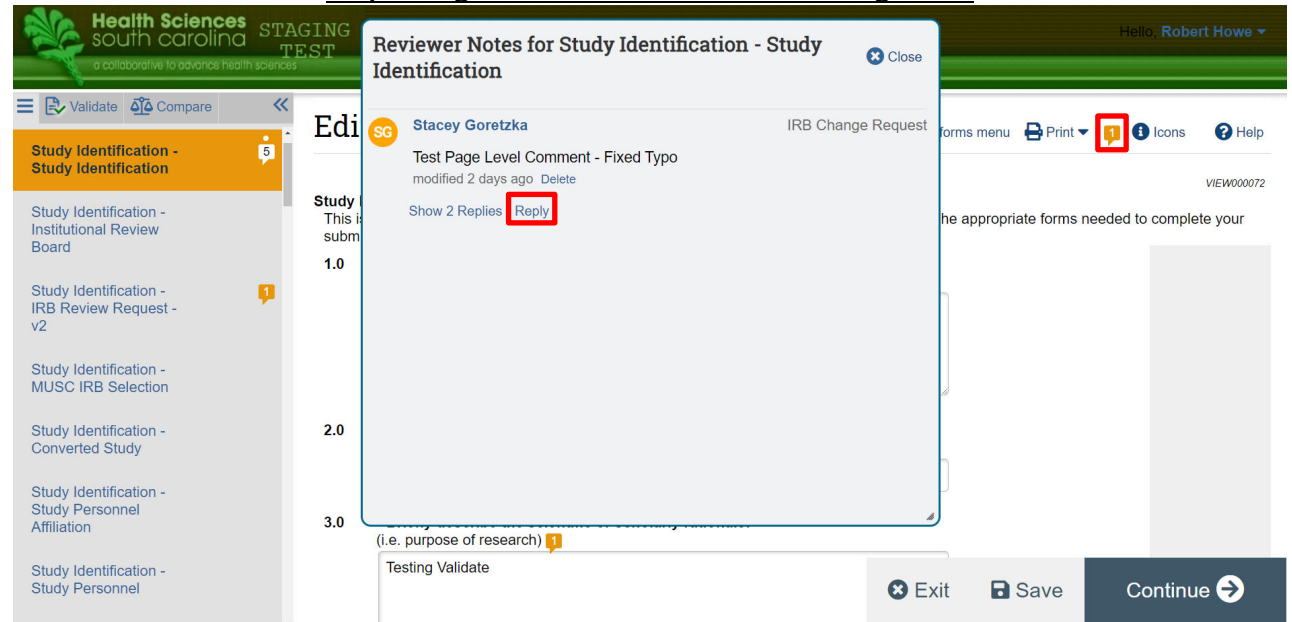
# eIRB software upgrade to version 9.0.8

## Responding to Reviewer Comments

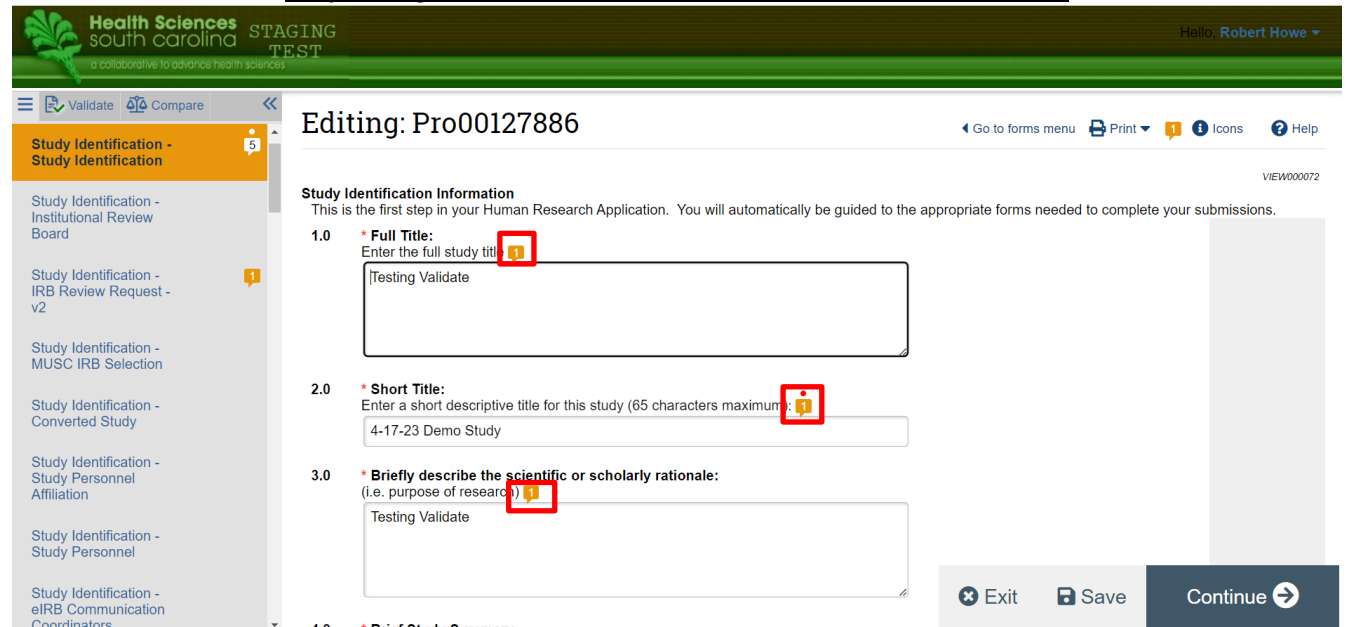
Reviewer Comments can now be responded to on the Smartform, or a specific question. Example screenshots of the locations for reviewer comments are to the right:

1. Reviewer Comments made on the Smartform Page
  - a. Click on the chat icon in the top right corner of the page. This will prompt the comment to open as a new window, then click “Reply” to respond to the reviewer comment
2. Reviewer Comments on a specific question
  - a. Click on the chat icon to the right of the question where a reviewer comment was added. This will prompt the comment to open as a new window, then click “Reply” to respond to the reviewer comment

## Responding to Reviewer Comments at the Page Level



## Responding to Reviewer Comments at the Question (Field) Level







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## Reviewer Comment Icons

The eIRB system has several new ways of displaying reviewer comments. A key for the new icons is displayed to the right

1. Blank Chat Icon - A blank chat icon, or if you can't see a chat icon at all, means there is no existing reviewer note. Being able to see a blank chat icon means you have access to create a reviewer note. Not seeing a chat icon at all means a reviewer note has not been created
2. Existing Reviewer Notes – Existing reviewer notes will display a filled in chat icon, which includes a number. For instance, if 3 reviewer notes were left at the page level, the number 3 would display inside the chat icon
3. Required Reviewer Note – A required reviewer note will display as a filled in chat icon, with the number of notes listed, AND have a red dot above the chat icon, which indicates it is required
4. All notes resolved – This icon is displayed as a filled in chat icon, with number of notes listed, and will have a green check mark above the chat icon. This is when the IRB has marked all reviewer note threads as resolved

## Reviewer Comment Icons


-  No existing reviewer notes. Can create new ones
-  Existing reviewer notes
-  Contains response required reviewer notes
-  All notes are resolved

### Study Identification Information


This is the first step in your Human Research Application. You will automatically be guided to the appropriate forms needed to complete your submissions.

[Go to forms menu](#) [Print](#) [5](#) [Icons](#) [?](#)


#### 1.0 \* Full Title:

Enter the full study title 

#### 2.0 \* Short Title:

Enter a short descriptive title for this study (65 characters maximum): 

#### 3.0 \* Briefly describe the scientific or scholarly rationale:

(i.e. purpose of research) 

#### 4.0 \* Brief Study Summary

Non-scientific description of the research study, using 3 to 10 sentences: *Statements such as "see protocol" are not acceptable.*

**Note:** Text entered in the Brief Study Summary field will be used to describe your study at [www.SCresearch.org](http://www.SCresearch.org), an online directory designed to facilitate recruitment, if inclusion on this site is indicated later in the application.



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## View Differences / Compare Button

A modernized look and feel of the View Differences feature. This feature is now called the Compare feature. The Compare feature can be selected in the Smartform space at the top of the JumpTo side panel. The Compare feature can be used to View Differences which have been made to the project during state transitions. For example, a user can use the Compare feature to compare changes made during initial submission of a study and approval of the study. After clicking on the Compare button, Smartforms with the pencil to the right of them, are Smartforms where changes have previously been made. The Smartform will show who made the change, during what version of the study, what they changed, and when they changed it.

The screenshot displays the eIRB software interface. On the left, a side panel titled 'Compare' is visible, with a red box highlighting the 'Compare' button. Below this, a list of Smartforms is shown, including 'Funding and Sponsorship - IIT', 'Funding and Sponsorship - Study Costs', and several 'Checklist' and 'Other Study Specifics' items. The 'Checklist - Application Checklist' is highlighted in orange. On the right, the main content area shows a list of checkboxes for various research categories, such as 'Transplantation', 'Vaccines', 'Research Populations', 'Clinical trial', and 'Research Themes'. A 'Differences' section is highlighted with a blue box, showing a change made '4 years ago' in 'version 0.2 (Pre Approval Change)'. The change is described as 'Added: Advertisements or recruiting materials'. At the bottom right, there is an 'Exit' button.