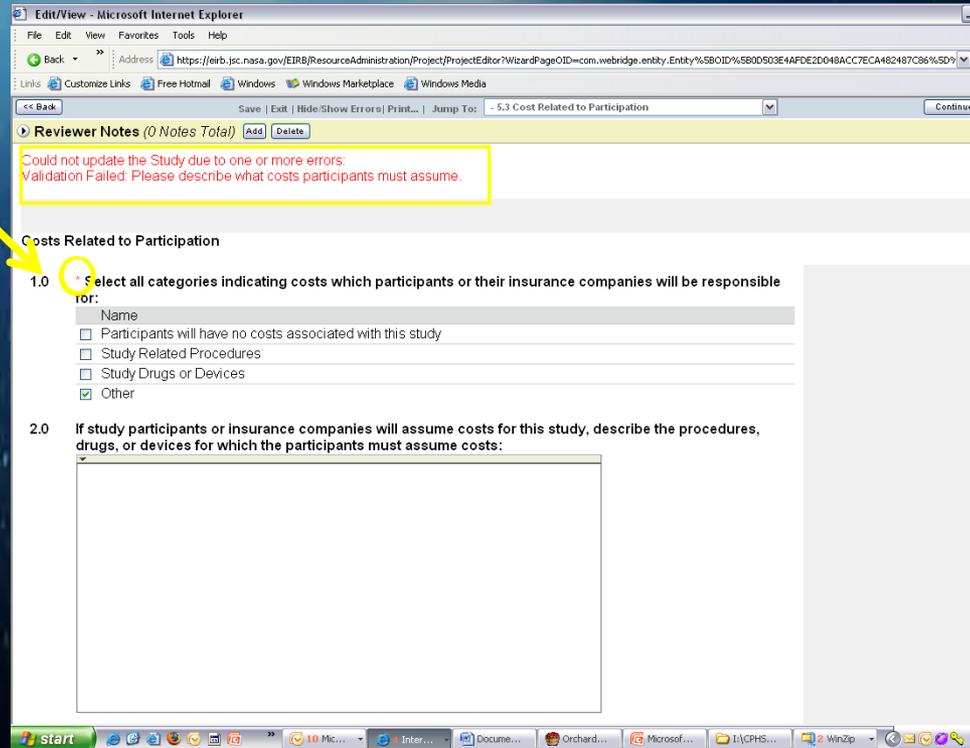


Before You Get Started

- Required Fields
- Proper use of the back button
- Definitions
- Types of questions

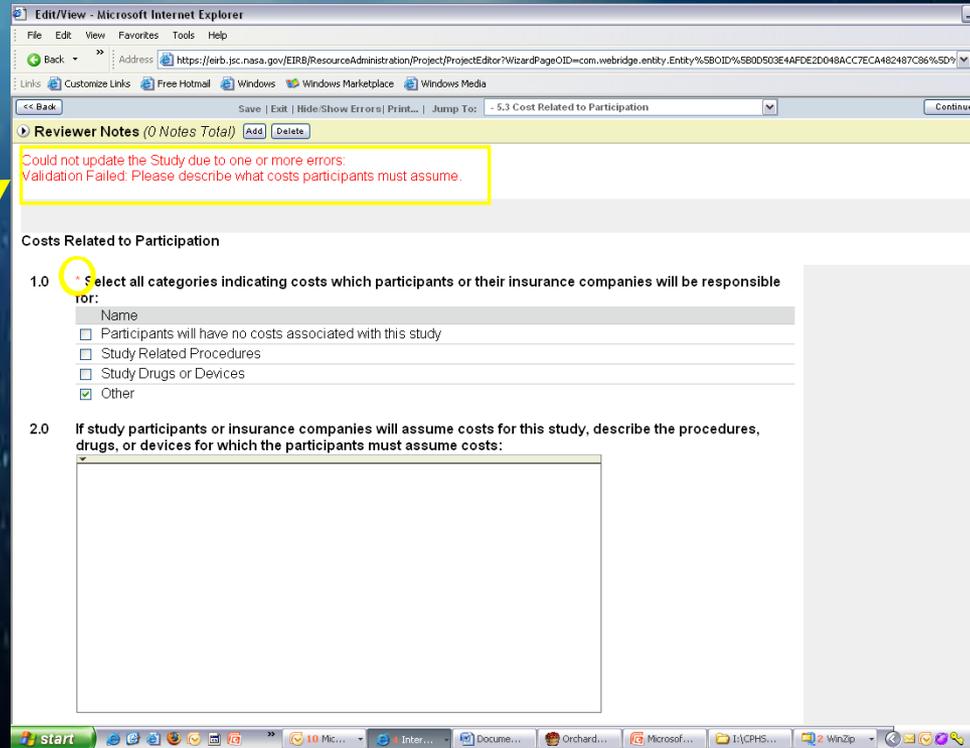
*Required Fields

- The red asterisk * denotes a field that is required and must be completed
- Fields can be required based on your answers to other application questions will give an error at the top of the screen.
- The PI will not be able to Submit the application until all required fields are completed.
- he screen.



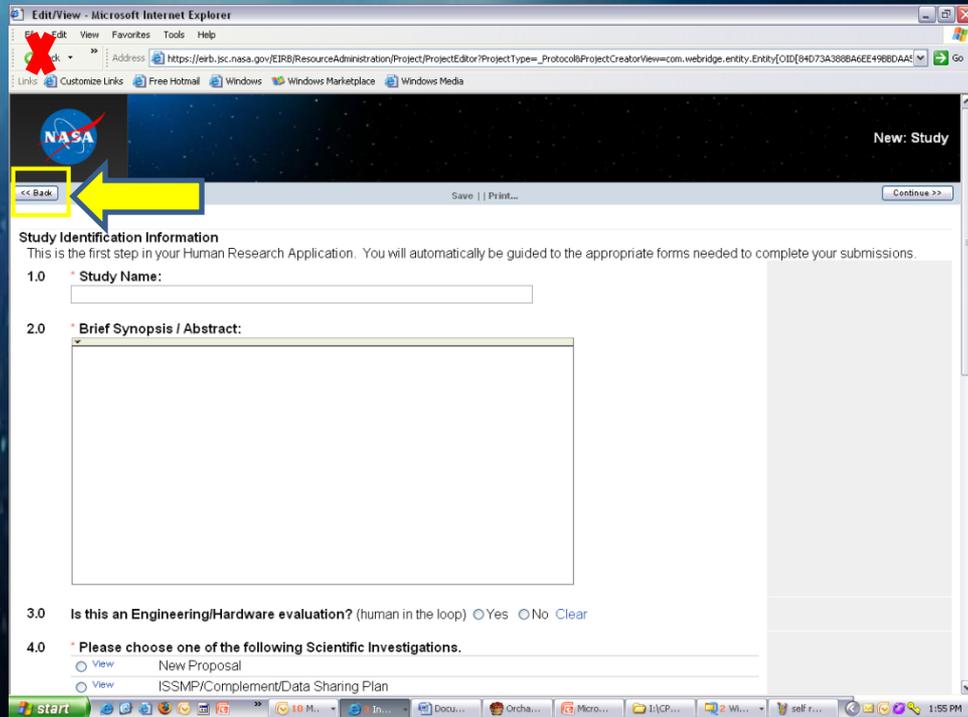
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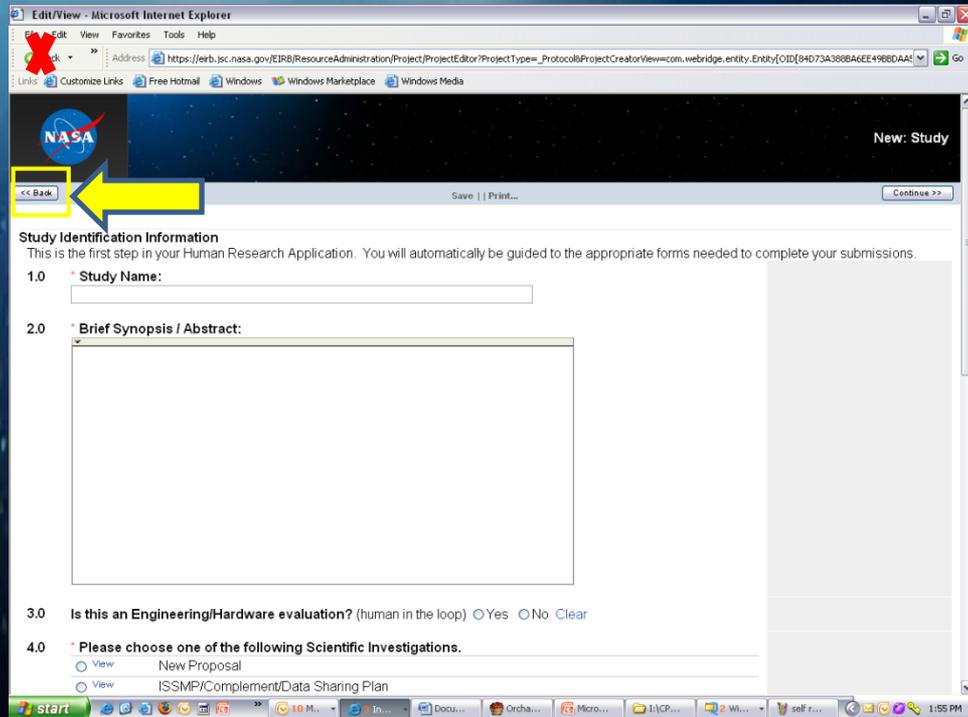
Use the Back Button

- **DO NOT** use the back button on your web browser.
- Occasionally you will receive an error page. “Stating that the page has expired”.
- You must use the back button in the application



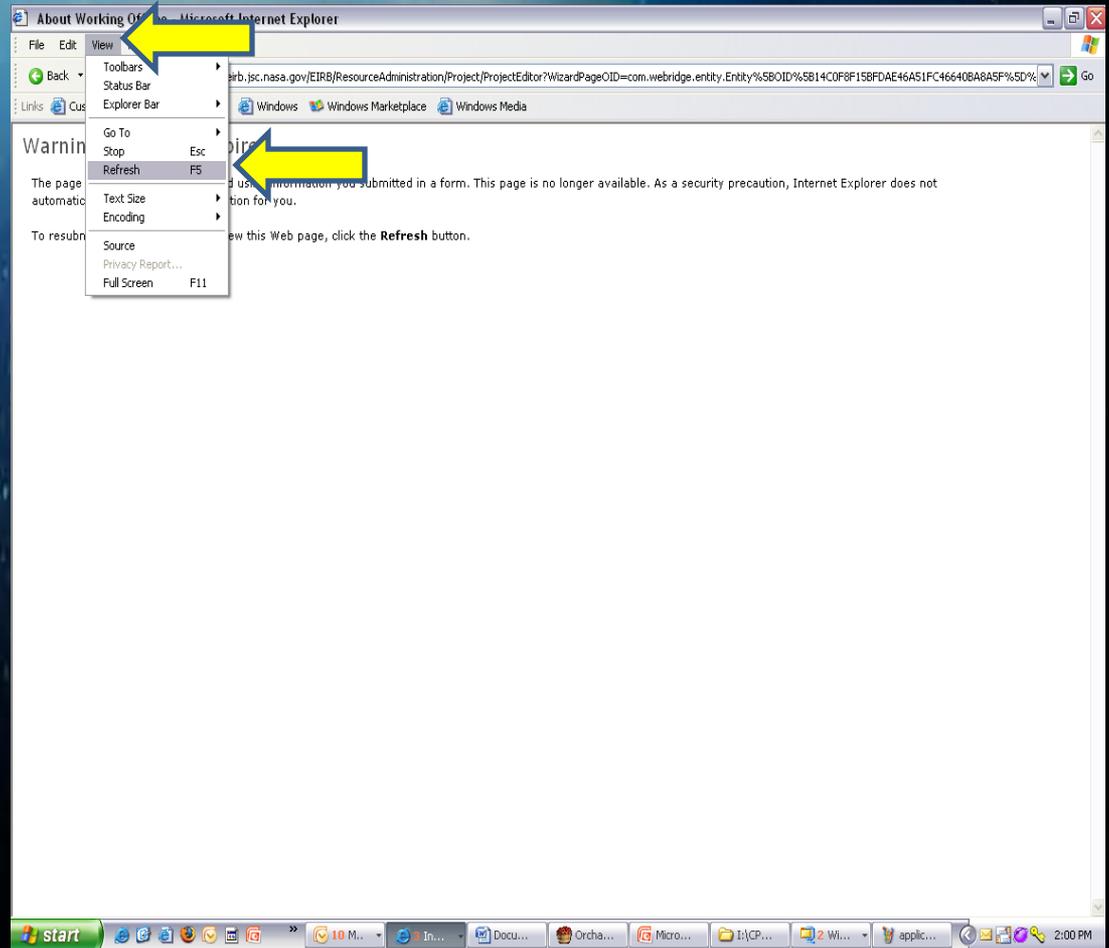
Use the Back Button

- **DO NOT** use the back button on your web browser.
- Occasionally you will receive an error page. “Stating that the page has expired”.
- You must use the back button in the application



Resolving the Back Button Error

To resolve this error please select the view drop down from the task bar and then choose refresh. This will redisplay the requested data.

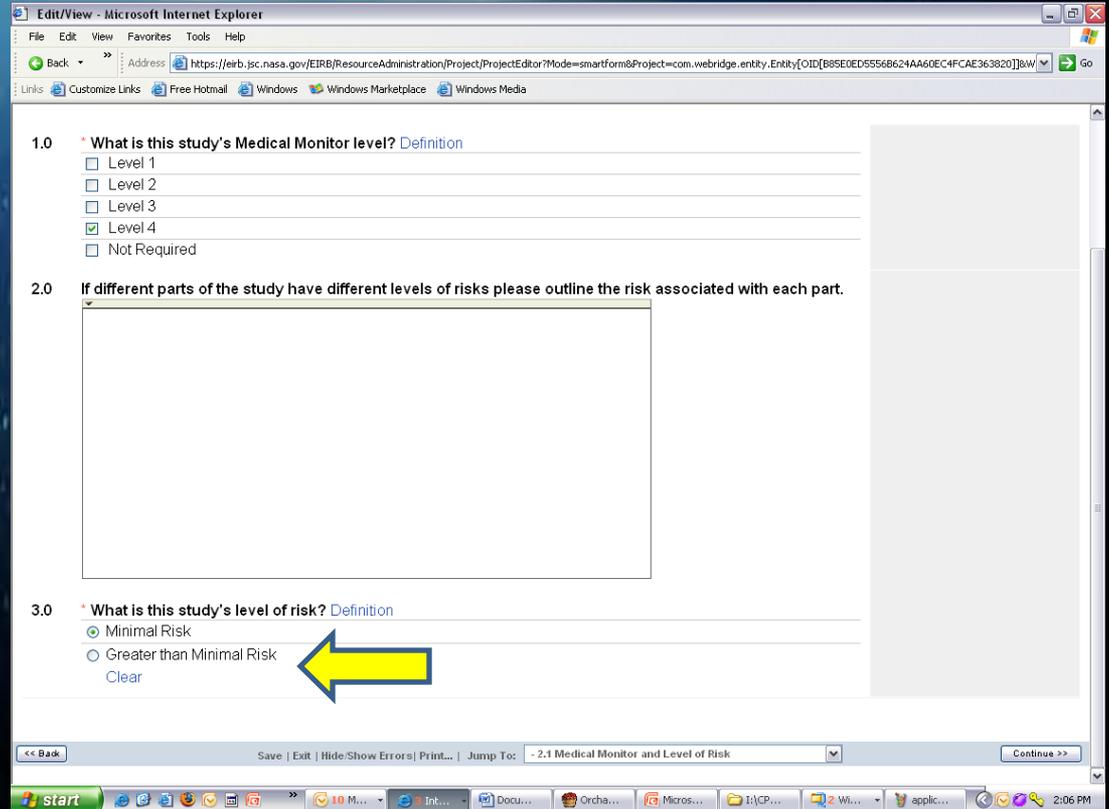


Types of Questions

- Multiple choice questions have two types.

- Questions that only allow one answer have Radio buttons which are marked by circular selection tabs.

- Check boxes which are square will allow multiple answers.



Types of Questions

- Multiple choice questions have two types.

- Questions that only allow one answer have Radio buttons which are marked by circular selection tabs.

- Check boxes which are square will allow multiple answers.

1.0 * What is this study's Medical Monitor level? [Definition](#)

Level 1
 Level 2
 Level 3
 Level 4
 Not Required

2.0 If different parts of the study have different levels of risks please outline the risk associated with each part.

3.0 * What is this study's level of risk? [Definition](#)

Minimal Risk
 Greater than Minimal Risk
[Clear](#)

Types of Questions- (Continued)

- A text box in which any amount of text entered.
- A document upload appears as an ADD button underneath the question.
 - When ever you have completed attaching your document you will receive the choices ok or ok add another. If you choose ok then you will return to the previous page . Ok add another will allow you to add another document

1.0 * **Study Procedures, Tests, Evaluations:** Please list, in sequence, all study procedures, tests, and evaluations required for the study.

methods

Please attach any documents relating to this studies procedures. This may include tables, diagrams, or pictures.

Add

ID	Date Modified
There are no items to display	

2.0 * **Will any interviews, questionnaires, or surveys be conducted for the study?** Yes No

If yes, Please attach all interviews, questionnaires, and surveys

Add

ID	Date Modified
There are no items to display	

3.0 * **Will subjects or their health care provider be given the results of any experimental tests that are performed for the study?** Yes No

Types of Questions- continued

- A free text field is represented by a box in which any amount of text entered.
- A document upload appears as an **ADD** button underneath the question.
- When ever you have completed attaching your document you will receive the choices ok or ok add another. If you choose ok then you will return to the previous page . Ok add another will allow you to add another document

Study Procedures, Tests, Evaluation

1.0 * Study Procedures, Tests, Evaluations: Please list, in sequence, all study procedures, tests, and evaluations required for the study.

methods

Please attach any documents relating to this studies procedures. This may include tables, diagrams, or pictures

Add

ID	Date Modified
There are no items to display	

2.0 * Will any interviews, questionnaires, or surveys be conducted for the study? Yes No Clear

If yes, Please attach all interviews, questionnaires, and surveys

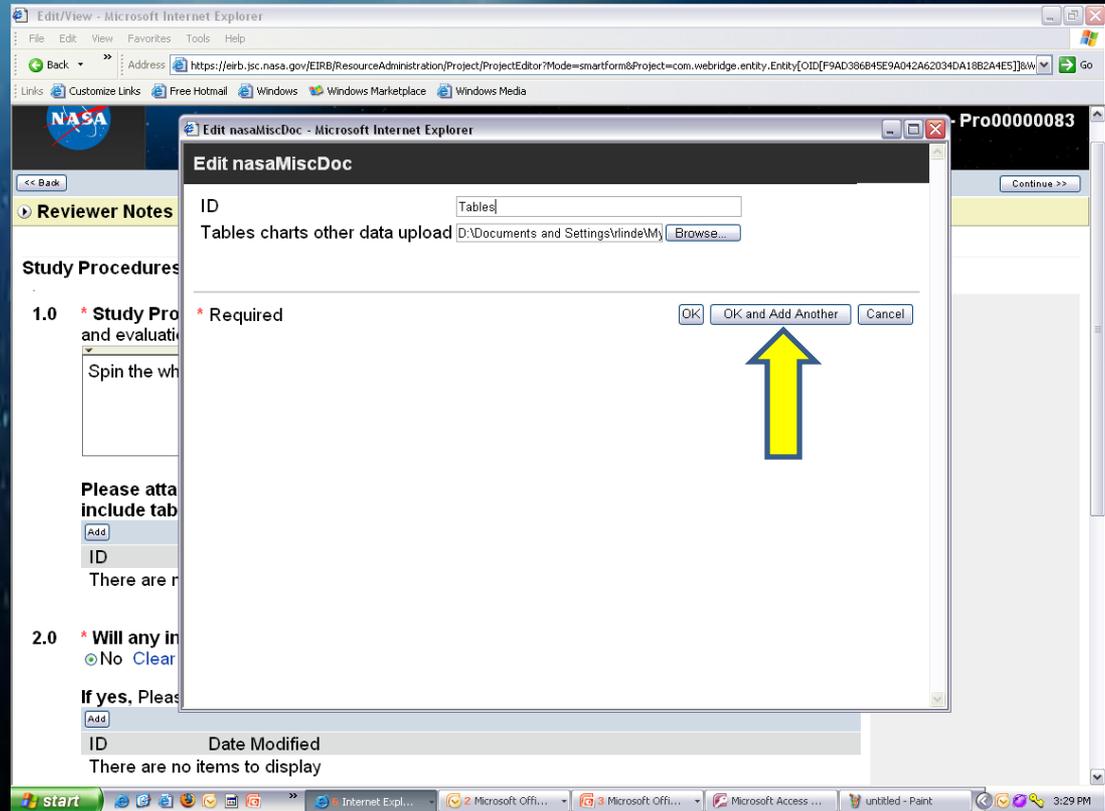
Add

ID	Date Modified
There are no items to display	

3.0 * Will subjects or their health care provider be given the results of any experimental tests that are performed

Types of Questions- continued

- A free text field is represented by a box in which any amount of text entered.
- A document upload appears as an ADD button underneath the question.
- Chose browse and select the document you would like to attach. Select 'OK' or 'OK add another'. If you choose 'OK' then you will return to the previous page . 'Ok add another' will allow you to add an additional document



Definitions

- Workspace –Any page where changes can be made. Examples of these pages is a study workspace shown below.

The screenshot shows a Microsoft Internet Explorer browser window with the title 'testing template - Microsoft Internet Explorer'. The address bar contains the URL: [https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[0C9F690B24E46443BD46BD02A26ABF6F\]\]](https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[0C9F690B24E46443BD46BD02A26ABF6F]]). The page features the NASA logo in the top left and navigation links for 'Home', 'IRB Studies', and 'Issues'. The main content area is titled 'IRB Studies > testing template' and displays the 'Current State' of a study: 'Study:testing template (Pro00000096)'. The state is 'Pre Submission', highlighted in a red box. Below this, there are buttons for 'Edit Study', 'Printer Version', and 'View SmartForm Progress'. A 'My Activities' section is highlighted with a yellow box, containing buttons for 'Submit Study', 'Withdraw', 'Copy Study', 'Edit Email List', 'Edit Guest List', and 'Send Email to IRBA'. The 'Description' field contains the number '1234'. A table below shows details for the study: Principal Investigator (PI CPHS), Study Coordinator, Study Type (There are no items to display), and Review Type (Full IRB Review). A 'Funding Sources' section also indicates 'There are no items to display'. At the bottom, there are tabs for 'History', 'Attachments', and 'Change Log'. The 'History' tab is active, showing a table with columns for Activity, Author, and Activity Date. The first entry is 'Created Study' by 'PI CPHS' on '8/26/2010 1:15 PM CDT'. The page footer indicates '(Initial)' and a page number '1 of 1'.

testing template - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address [https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[0C9F690B24E46443BD46BD02A26ABF6F\]\]](https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[0C9F690B24E46443BD46BD02A26ABF6F]]) Go

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media

PI CPHS | My Home | Logoff

Home IRB Studies Issues

IRB Studies > testing template

Current State

Pre Submission

Edit Study Printer Version View SmartForm Progress

My Activities

Submit Study Withdraw Copy Study Edit Email List Edit Guest List Send Email to IRBA

(Initial)

Study:testing template (Pro00000096)

Description:

1234

Principal Investigator:	PI CPHS	Study Coordinator:	
Study Type:	There are no items to display	Review Type:	Full IRB Review

Funding Sources: There are no items to display

History Attachments Change Log

This area shows instructions and questions and important notifications regarding this Study.

Activity	Author	Activity Date
Created Study	PI CPHS	8/26/2010 1:15 PM CDT

1 of 1

Entering Issues

If you have an issue with the eIRB software please file an issue by selecting issues on the MY home Page

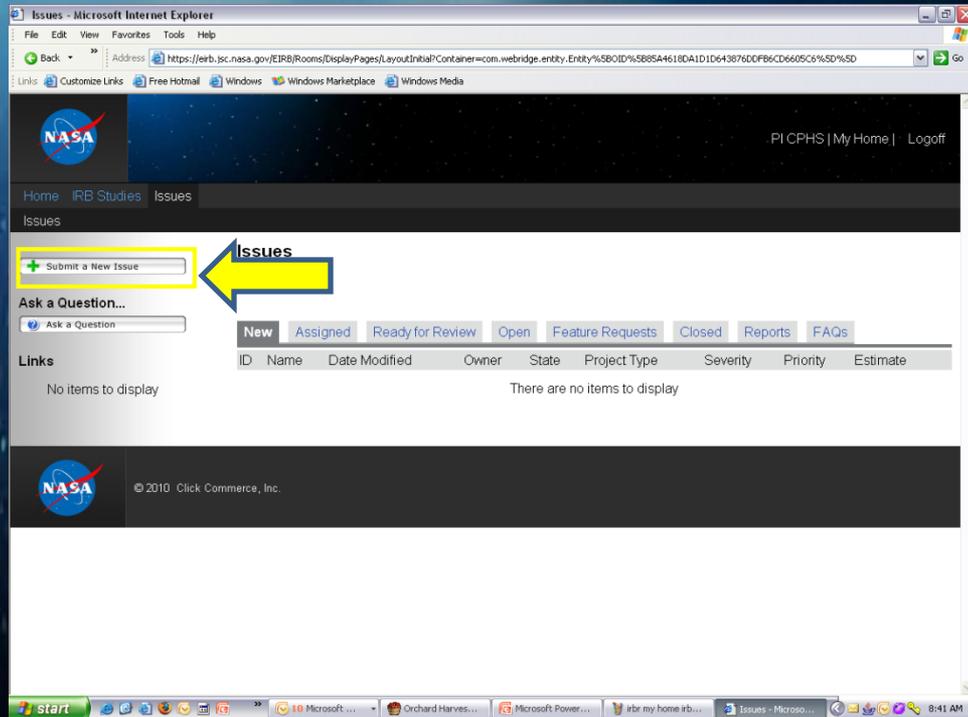
The screenshot shows a web browser window titled "Folder for PI CPHS - Microsoft Internet Explorer". The address bar shows the URL: [https://erb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge_entity.Entity\[01D\[C7F23E5F3659F248639C8E25512D9005\]\]](https://erb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge_entity.Entity[01D[C7F23E5F3659F248639C8E25512D9005]]). The page features a NASA logo and a navigation menu with links for "Home", "IRB Studies", and "Issues". The "Issues" link is highlighted with a yellow box and a yellow arrow pointing to it. Below the navigation menu, there is a "Folder for PI CPHS" section with a "Compliance Submissions" button. The main content area includes a "Welcome to your Personal Page" message, a "My Roles" section with a "Compliance Submissions" link, a "Create" section with a "New Study" button, and a "Quick Links" section with a "Consent Forms" link. A table titled "Inbox" displays a list of items with columns for Name, Date Modified, Type, Owner, State, and Last State Change.

Name	Date Modified	Type	Owner	State	Last State Change
Copy of the first one	8/26/2010 2:33 PM	Study		Pre Submission	8/16/2010 1:39 PM
testing template	8/26/2010 2:00 PM	Study		Pre Submission	8/12/2010 11:48 AM
Fancy New Study That'll Rock Your World	8/26/2010 9:32 AM	Study	CPHS, IRBA	In Contingency Review, PI Response Pending	8/18/2010 3:12 PM
Integrated Resistance and Aerobic Training Study: 14 day Bed Rest Feasibility Study	8/25/2010 3:30 AM	Study	CPHS, IRBA	In Contingency Review, PI Response Pending	8/18/2010 3:15 PM

Entering a New Issue

To start a new issue select the Submit a New Issue Button.

- This page will also allow you to view status of your previously submitted issues by using the tabs in the center of the screen



Submitting an Issue

Complete all required fields and select OK at the bottom of the page.

The screenshot shows a Microsoft Internet Explorer browser window displaying a NASA web page titled "New: Issue". The browser's address bar shows the URL: [https://erb.jsc.nasa.gov/EIRB/ResourceAdministration/Project/ProjectEditor?ProjectType=_Issues%20Log&ProjectCreatorView=com.webridge.entity.Entity\[0\]\[D7F57AC0002874A2\]](https://erb.jsc.nasa.gov/EIRB/ResourceAdministration/Project/ProjectEditor?ProjectType=_Issues%20Log&ProjectCreatorView=com.webridge.entity.Entity[0][D7F57AC0002874A2]). The page features a NASA logo in the top left corner and a "Print..." button with "OK" and "Cancel" options in the top right. The main content area is titled "Submit Open Issue Or Bug Report" and contains the following form fields:

- Title:** A text input field.
- Project Type:** A dropdown menu.
- Problem Type:** Radio buttons for "Comment", "Enhancement Request", "Problem Report", and "Question", followed by a "Clear" link.
- Severity:** Radio buttons for "Critical", "Major", "Normal", "Minor", "Trivial", and "Enhancement Enhancement", each with a corresponding description. A "Clear" link is also present.
- Priority:** A dropdown menu.
- Found In Version:** A text input field.
- Description:** A large text area for entering details.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:42 AM.