

# Getting Started eIRB

<https://eirb.jsc.nasa.gov/eirb>

# eIRB Login

- Login to the eIRB at <https://eirb.jsc.nasa.gov/eirb>

The screenshot shows a Microsoft Internet Explorer browser window displaying the eIRB login page. The browser title is "Home - Microsoft Internet Explorer". The address bar shows the URL: [https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[AC482809EC03C442A46F2C8EEC4D75D3\]\]](https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[AC482809EC03C442A46F2C8EEC4D75D3]]). The page content includes the NASA logo, a "Login" button highlighted with a yellow box and arrow, and a "Self Registration" link. The main content area displays a welcome message: "Welcome, this site enables a Research Institution to manage all aspects of Research Administration from Institutional Review Board (IRB) processes."

# eIRB Login - Continued

Login - 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%5B0ID%5B0A7646F3B149874E902185897C144551%5D%5D> Go

Links Customize Links Free Hotmail Windows Windows Marketplace Windows Media



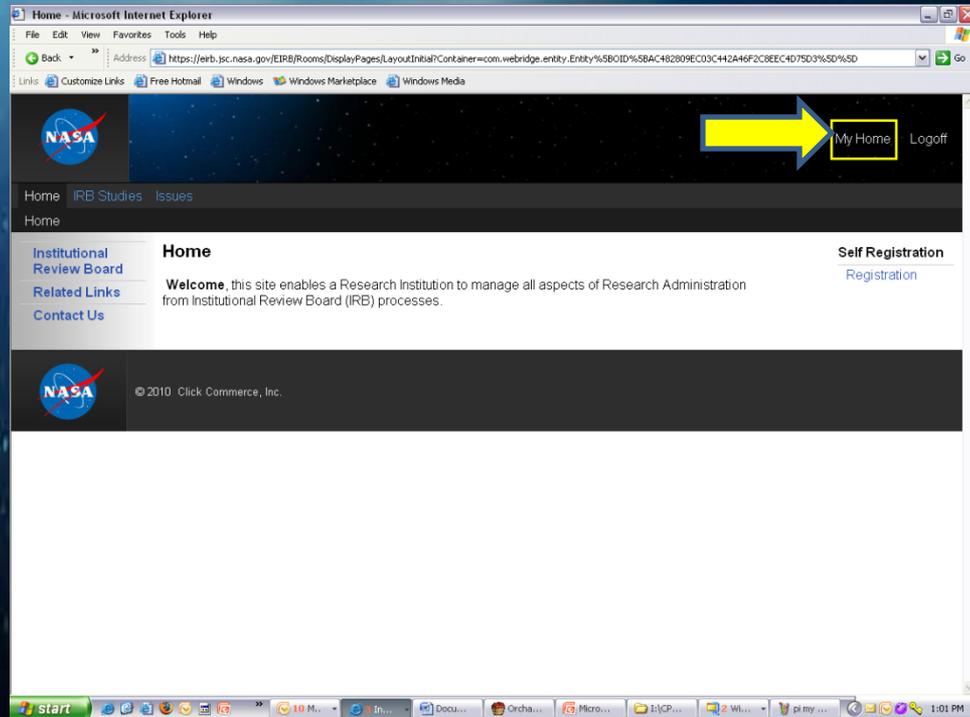
Login As  
User Name:   
Password:   
  Remember me

THESE ELECTRONIC RECORDS ARE SUBJECT TO THE PRIVACY ACT OF 1974 The following listed violations will be prosecuted to the fullest extent of the law as outlined in 5 U.C.,S. 552a(i) parts 1-3 and 5 U.C.S. 552a(o) of the privacy act of 1974: Unauthorized access; willful disclosure of any information enclosed to a person or agency not entitled to said information; requesting information of any kind under false pretenses; or any person who willfully maintains a system of records without meeting the Notice Requirements of Subsection (e)(4) of the privacy act.

start | 11 M... | In... | Docu... | Orcha... | Micro... | I:\CP... | 2 Wi... | Submi... | 2:52 PM

# Select to My Home

- Select My Home from the home page (this may not be necessary if you have another role in the system and My Home is selected as your home page).



# Navigation Tabs

Navigation tabs will allow you to navigate to protocols that are in process and previously approved

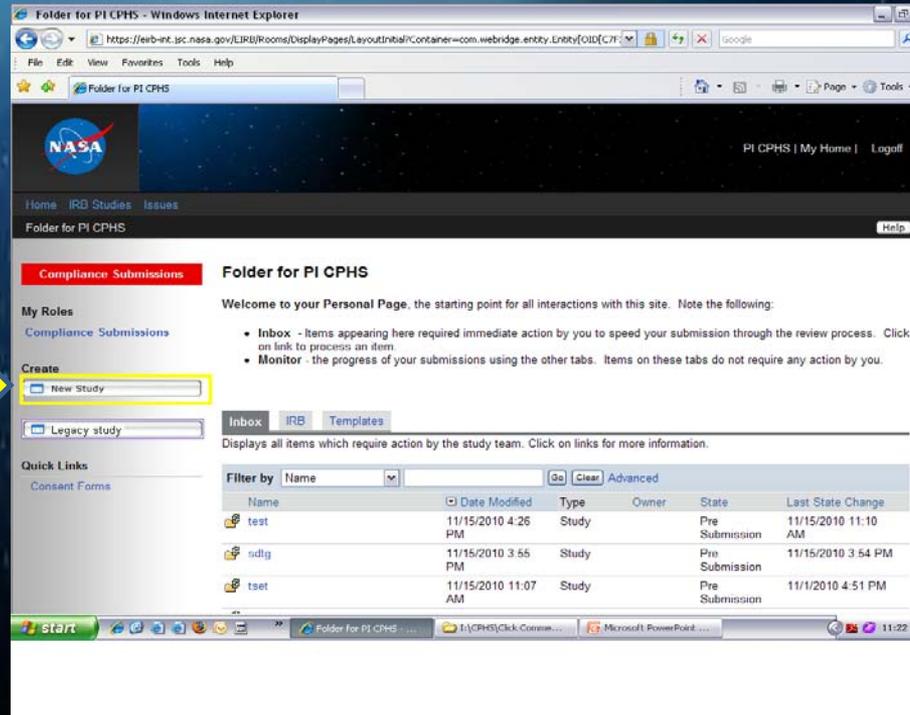
- Inbox-studies that are currently in process
- IRB- all studies approved and pending approval
- Templates- will show any studies that the user dictates as a template to be used later

The screenshot shows a web browser window titled "Folder for PI CPHS - Microsoft Internet Explorer". The address bar shows a URL from the NASA IRB system. The page header includes the NASA logo and "Folder for PI CPHS". The main content area is titled "Folder for PI CPHS" and contains a "Compliance Submissions" section. Below this, there are "My Roles" (Compliance Submissions), "Create" (New Study), and "Quick Links" (Consent Forms). A navigation bar contains three tabs: "Inbox", "IRB", and "Templates". A yellow box highlights these tabs, and a yellow arrow points to the "Inbox" tab. Below the tabs, a table lists studies with columns for Name, Date Modified, Type, Owner, State, and Last State Change.

Name	Date Modified	Type	Owner	State	Last State Change
testing template	8/26/2010 1:15 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
new test study - ygb	8/24/2010 3:30 AM	Study	CPHS, IRBA	In Contingency Review, PI Response PM	8/17/2010 4:31 PM

# New Study

To start a new study select  
The new study button on  
the My Home Page.



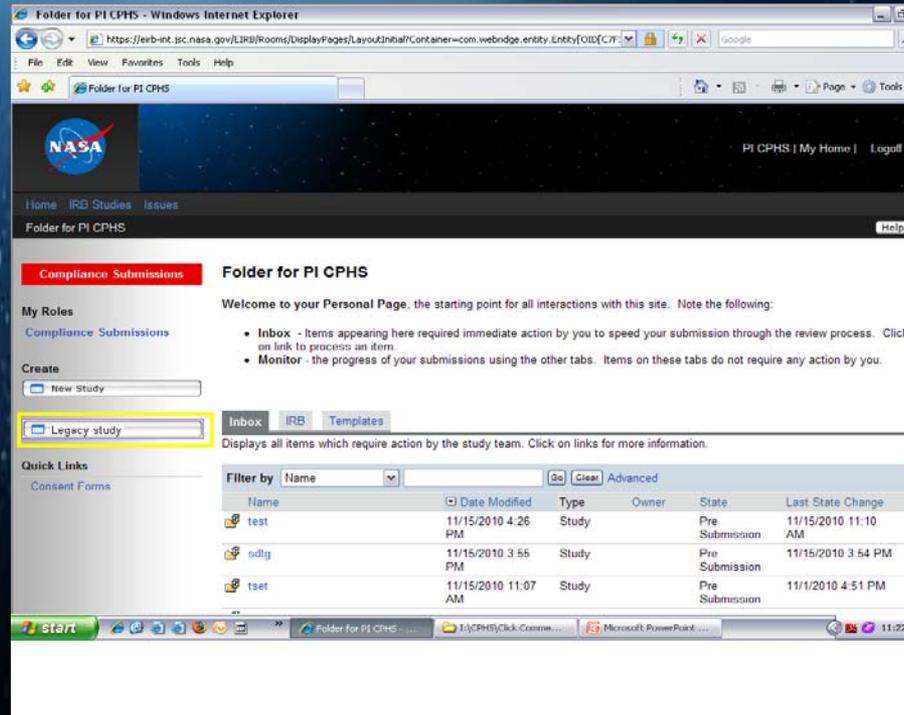
The screenshot shows the 'Folder for PI CPHS' web application. The interface includes a NASA logo, navigation links for 'Home', 'IRB Studies', and 'Issues', and a 'Logoff' link. The main content area is titled 'Folder for PI CPHS' and contains a 'Welcome to your Personal Page' message. A 'Compliance Submissions' tab is active, showing a 'My Roles' section with a 'Create' sub-section. The 'Create' section has two buttons: 'New Study' and 'Legacy study'. A yellow arrow points to the 'New Study' button. Below this, there is a 'Quick Links' section with 'Consent Forms' and a table of submissions. The table has columns for Name, Date Modified, Type, Owner, State, and Last State Change. The table contains three rows of data.

Name	Date Modified	Type	Owner	State	Last State Change
test	11/15/2010 4:26 PM	Study		Pre Submission	11/15/2010 11:10 AM
tidtg	11/15/2010 3:55 PM	Study		Pre Submission	11/15/2010 3:54 PM
tset	11/15/2010 11:07 AM	Study		Pre Submission	11/1/2010 4:51 PM

# Legacy Protocols

The first time a legacy protocol (a Study that was approved prior to January 1, 2011) is entered into e-IRB system select The Legacy study button on the My Home Page.

Using this button will allow you to submitted a protocol using a shortened application.

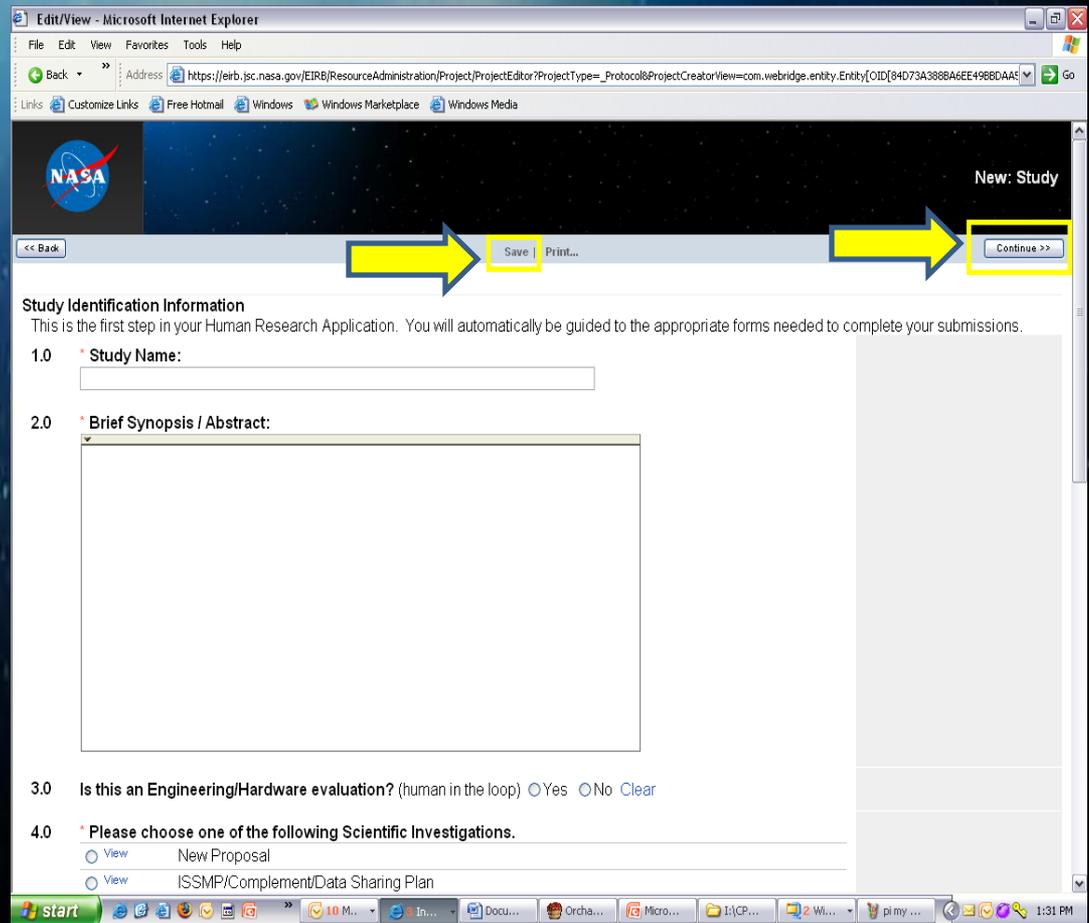


The screenshot shows a web browser window titled "Folder for PI CPHS - Windows Internet Explorer". The address bar shows the URL: [https://e-irb-int.isc.nasa.gov/ELIRB/Rooms/DisplayPages/LayoutInitial/Container=com.webbridge.entity.Entry/OID\[CPI...](https://e-irb-int.isc.nasa.gov/ELIRB/Rooms/DisplayPages/LayoutInitial/Container=com.webbridge.entity.Entry/OID[CPI...). The page header includes the NASA logo and "PI CPHS | My Home | Logoff". The main content area is titled "Folder for PI CPHS" and contains a "Compliance Submissions" section. Under "My Roles", there is a "Compliance Submissions" link. In the "Create" section, there is a "New Study" button and a "Legacy study" button, which is highlighted with a yellow arrow. Below this, there is a "Quick Links" section with a "Consent Forms" link. The "Inbox" tab is selected, showing a table of items requiring action:

Name	Date Modified	Type	Owner	State	Last State Change
test	11/15/2010 4:26 PM	Study		Pre Submission	11/15/2010 11:10 AM
sdltg	11/15/2010 3:55 PM	Study		Pre Submission	11/15/2010 3:54 PM
tset	11/15/2010 11:07 AM	Study		Pre Submission	11/15/2010 4:51 PM

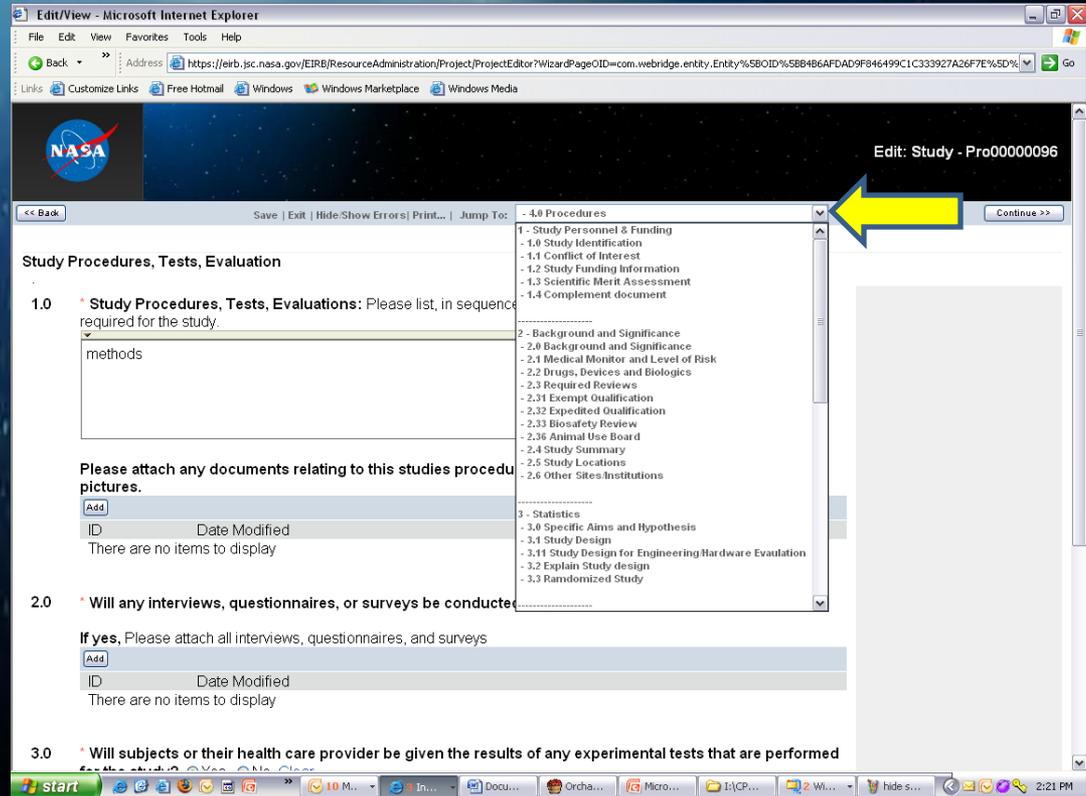
# Getting Started

After you have chosen to start a new study. This page will display. All required answers must be completed before you may save your progress. The user can save by either selecting save or continue. As long as there are no errors on the page you will continue to the second page. After the first page is saved may complete the rest of the application at your own pace remembering to save or continuing prior to exiting the system to prevent the loss of entered data.



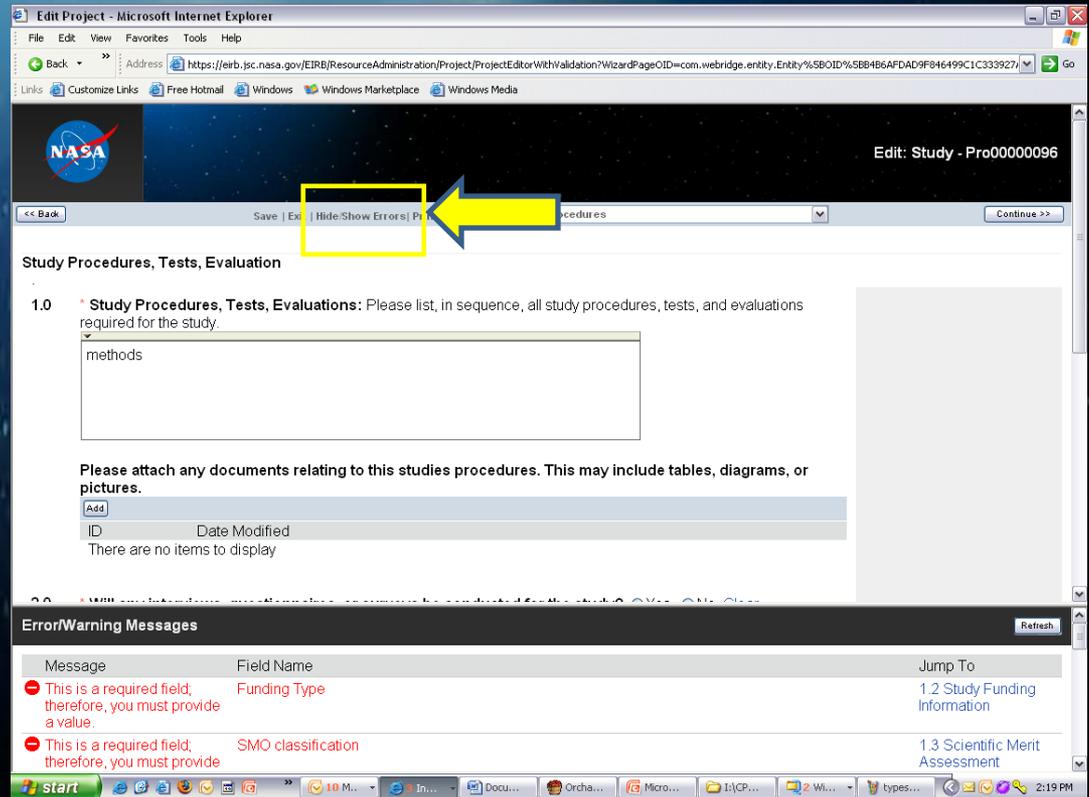
# Jump to Menu

You can navigate to any page in the application by using the jump to drop down. (Use of this feature will override the application logic which could cause the user to enter data that is not required. Use this feature with caution.)



# Hide show Errors

During the study and before you can submit a study you must resolve all outstanding errors. You can see all of these errors by selecting the Hide Show Errors button. This will pop up a list at the bottom of the page.



The screenshot shows a web browser window titled "Edit Project - Microsoft Internet Explorer". The address bar displays a URL from the NASA EIRB system. The page content includes a NASA logo, a "Study Procedures, Tests, Evaluation" section with a text input field containing "methods", and an "Error/Warning Messages" section at the bottom. A yellow box highlights the "Hide/Show Errors" button in the navigation bar, with a blue arrow pointing to it. The error messages section contains two red messages:

Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide a value.	Funding Type	1.2 Study Funding Information
⊖ This is a required field; therefore, you must provide	SMO classification	1.3 Scientific Merit Assessment

# Resolving Errors

If you select the link under jump to under the Error/Warning messages section you will be directed to the page which contains the list of Errors. By Using the jump to links located on the right side of the page the software will display the page containing the Error.

The screenshot shows a web browser window titled "Edit Project - Microsoft Internet Explorer". The address bar contains a URL from the NASA EIRB system. The main content area is titled "Study Procedures, Tests, Evaluation" and contains a form for "1.0 Study Procedures, Tests, Evaluations". Below the form, there is a section for "Error/Warning Messages" with a "Refresh" button. The error messages table has two entries, both indicating required fields. A yellow arrow points from the first error message to a "Jump To" link in the right-hand column of the table, which is highlighted with a yellow box. The "Jump To" link for the first error is "1.2 Study Funding Information".

Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide a value.	Funding Type	1.2 Study Funding Information
⊖ This is a required field; therefore, you must provide	SMO classification	1.3 Scientific Merit Assessment

# Submitting a Study

## Select Submit Study

Once the application is complete and all errors have been resolved select the action button (submit Study) on the left hand side of the page. This action can only be performed by the studies principle investigator.

The screenshot displays a web application interface for managing studies. The browser window is titled "testing template - Microsoft Internet Explorer". The address bar shows the URL: [https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[DC9F690B24E46443BD48BD02A26ABF6F\]\]](https://eirb.jsc.nasa.gov/EIRB/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[DC9F690B24E46443BD48BD02A26ABF6F]]). The page features a NASA logo and navigation links for "Home", "IRB Studies", and "Issues". The current page is "IRB Studies > testing template".

The main content area is titled "Current State" and shows a "Pre Submission" status. 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 a list of actions: "Submit Study", "Withdraw", "Copy Study", "Edit Email List", "Edit Guest List", and "Send Email to IRBA". A yellow arrow points to the "Submit Study" button.

The "Study:testing template ( Pro00000096 )" section provides details about the study. The "Description" is "1234". The "Principal Investigator" is "PI CPHS". The "Study Type" is "There are no items to display". The "Review Type" is "Full IRB Review". The "Funding Sources" section also indicates "There are no items to display".

The "History" section shows a table of activities:

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

The bottom of the page shows a Windows taskbar with the Start button and various application icons. The system clock indicates the time is 2:30 PM.

# Submission Errors

If the study you are trying to submit has not been completed you will receive a list of errors that must be corrected prior to submission. If you select the link under jump to you will be directed to the page which contains the Error.

The screenshot shows a Microsoft Internet Explorer browser window displaying a NASA IRB submission page. A modal dialog box titled "ErrorWarning Messages" is open, listing three error messages. The background page shows a sidebar with navigation options like "Home", "IRB Studies", and "My Activities".

Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide a value.	SMO classification	1.3 Scientific Merit Assessment
⊖ This is a required field; therefore, you must provide a value.	How will the data for this study be collected and recorded?	6.0 Data Privacy & Confidentiality
⊖ This is a required field; therefore, you must provide a value.	health information	6.0 Data Privacy & Confidentiality

# Submitting a Study

If the study you are trying to submit has been completed you will receive a page that the PI must agree to in order to submit a study to the NASA IRB. This page will replace the signature page and can only be submitted by the Principle investigator.

The screenshot shows a web browser window displaying the NASA IRB submission interface. The page title is "Submit Study" and the URL is "https://eirb.jsc.nasa.gov/EIRB/ResourceAdministration/Activity/form?ActivityType=com.webridge.e". The page content includes a "Current State" section with a "Pre Submission" button, and a "My Activities" section with buttons for "Submit Study", "Withdraw", "Copy Study", "Edit Email List", "Edit Guest List", and "Send Email to IRB". The main content area is titled "Investigator Assurances:" and contains the following text:

I certify that all information provided in this application represents an accurate description of the intended study.

I agree to follow and abide by all policies and procedures, as well as by all federal, state and local laws concerning the protection of human subjects in research, including, but not limited to:

- Implementing no changes in the approved protocol or consent form without prior approval of the Institutional Review Board (IRB).
- Conducting the research using only the qualified personnel listed on the approved protocol.
- Submitting a timely continuing report as requested by the IRB.
- Notifying the IRB any adverse events that are unexpected, serious, and/or more severe than anticipated within ten (10) working days.
- Reporting all deaths, regardless of causality, within ten (10) working days.
- Immediately notifying the IRB upon termination of the study or departure of the Principal Investigator from this Institution.

I understand that as Principal Investigator, I assume full responsibility for the conduct of the study, and for the protection of the rights and welfare of human subjects involved in this research.

*If you have finished filling out your application and selected the department(s) to review it, then click OK. After you click OK you will no longer be able to edit the application. You will receive email when each approval is granted or refused, and again when all the required approvals are received.*

*If you are not ready to submit your application, click Cancel.*

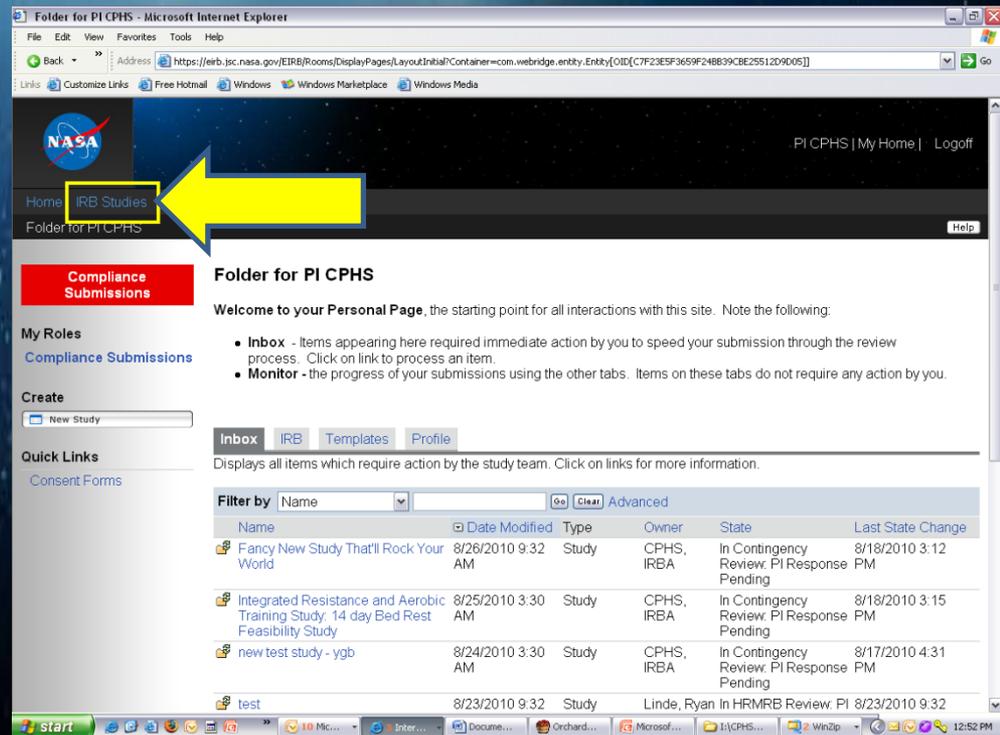
I agree with the above statement: \*



**Amendment, Continuing Review,  
Reportable Event, and Closeout  
report**

# Submitting a Amendment, Continuing review, Reportable Event, or a Closeout report

After a study is submitted and approved using the New study or legacy path and you wish to enter an Amendment, Continuing Review, Reportable Event, or a Closeout Report. A member of the study staff may start by selecting IRB Studies.



The screenshot shows the 'Folder for PI CPHS' web portal. The 'IRB Studies' link in the top navigation bar is highlighted with a yellow box, and a yellow arrow points to it from the right. The main content area includes a 'Welcome to your Personal Page' message, a list of roles (Inbox, Monitor), and a table of studies. The table has columns for Name, Date Modified, Type, Owner, State, and Last State Change.

Name	Date Modified	Type	Owner	State	Last State Change
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
new test study - ygb	8/24/2010 3:30 AM	Study	CPHS, IRBA	In Contingency Review: PI Response Pending	8/17/2010 4:31 PM
test	8/23/2010 9:32	Study	Linde, Ryan	In HRMRB Review: PI	8/23/2010 9:32

# Submitting a Amendment, Continuing review, Reportable Event, or a Closeout report

Then Choose the Approved CPHS and select the Study you wish to add an Amendment, Continuing Review, Reportable Event , or a Closeout Report to from the list.

IRB Studies

Home IRB Studies Issues

IRB Studies

Other Submission Types

- Amendments
- Continuing Reviews
- Reportable Events

IRB Studies

Welcome to Click Commerce IRB. View all studies by In Progress, Approved, and Archived groupings. Use the My Home link to see the list of submissions related to you.

In Progress Approved CPHS

Filter by ID [ ] [Go] [Clear] Advanced

ID	Name	Date Modified	Owner	State	Review Type	ExpDate	PI
00014	Muscle milk	11/18/2010 3:53 PM	Anderson, Judy	Approved	Full IRB Review	8/3/2011	CPHS
000008	12	10/12/2010 2:02 PM	CPHS, IRBA	Approved	Full IRB Review	8/12/2011	CPHS
Pro00000001	test	8/23/2010 1:39 PM	Linde, Ryan Michael	Suspended	Expedited	7/19/2011	CPHS
Pro00000003	Test Full Committee Workflow	8/23/2010 11:03 AM	CPHS, IRBA	Suspended	Full IRB Review	7/18/2011	CPHS
Pro00000066	test2	8/6/2010 11:28 AM	Linde, Ryan Michael	Approved	Full IRB Review	8/5/2011	CPHS
Pro00000031	Karen's Thursday test	8/5/2010 4:54 PM	Linde, Ryan Michael	HRRRB Review Complete: Correspondence Review	Full IRB Review	8/3/2011	CPHS

# Submitting a Amendment, Continuing review, Reportable Event, or a Closeout report

Select the type of Project you wish to add and fill out the electronic application. You will only be allowed to submit one of each of these project types at any given time. If there is a project of the type pending approval and you wish to add another of the same project type you must either edit the current project or withdraw It and resubmit.

The screenshot shows a web browser window titled "Muscle milk - Windows Internet Explorer". The URL is [https://irb-int.jsc.nasa.gov/IRB/Rooms/DisplayPages/LayoutInitialContainer=com.webbridge.entity.Entity\[OID\[F2Z\]\]](https://irb-int.jsc.nasa.gov/IRB/Rooms/DisplayPages/LayoutInitialContainer=com.webbridge.entity.Entity[OID[F2Z]]). The page displays the "Muscle milk" study details, including its description, principal investigator (PI CPHS), study coordinator, expiration date (8/3/2011), and funding sources. A "Create" menu is highlighted with a yellow box, containing options: "New Reportable Event", "New Amendment", "New Continuing Review", and "New Closing Report". A yellow arrow points to the "New Reportable Event" option. Below the menu is a "History" table with columns for Activity, Author, and Activity Date.

Activity	Author	Activity Date
Amendment Completed	PI CPHS	11/18/2010 3:53 PM CST
Amendment Completed	PI CPHS	8/5/2010 2:44 PM CDT
Amendment Opened	PI CPHS	8/5/2010 2:42 PM CDT
New Personnel Change workspace	PI CPHS	8/5/2010 2:39 PM CDT
Amendment Opened	PI CPHS	8/5/2010 2:39 PM CDT
New Project Snapshot	IRB Chair CPHS	8/3/2010 3:29 PM CDT