



## Quick Reference for eIRB Migrated Study

### **Background**

As of 9/14/2021, all submissions to the Human Subjects Protection Program (HSPP) will occur in [eIRB](#). As part of eIRB implementation, the HSPP migrated all research protocols and their associated documents. Due to migration capabilities between eIRB and the previous IRB system, some data in your migrated study may be missing or may not look as expected. This document outlines, at a high-level, what you need to update in your eIRB study at time of the next follow-on submission. **For detailed instructions on how to update your migrated study in eIRB, please reference the UA eIRB Researcher's Guide: Migrated Studies, Updating a Migrated Study video, and Updated a Migrated External IRB Study video on the [eIRB Information](#) page.**

<b>Required Revisions to your eIRB Study</b>
<ul style="list-style-type: none"><li>• Upload the latest approved version of your IRB Application.</li></ul>
<ul style="list-style-type: none"><li>• If your study is externally funded, link the Institutional Proposal or Award number.</li></ul>
<ul style="list-style-type: none"><li>• Add a Primary Contact, PI Proxy, and/or Guest to your study. Refer to <i>eIRB Key Terms</i> guidance for what these terms mean.</li></ul>
<ul style="list-style-type: none"><li>• Indicate which key personnel are involved in the consenting process.</li></ul>
<ul style="list-style-type: none"><li>• Answer/edit all required Study Scope questions. Required questions are delineated with a red asterisk.</li></ul>
<ul style="list-style-type: none"><li>• If your study involves drugs and/or devices, answer all required questions on the Drugs and Devices Smart Forms, respectively. Required questions are delineated with a red asterisk.</li></ul>
<ul style="list-style-type: none"><li>• <b>Please note:</b> Migrated consent form(s) are <b>NOT</b> stamped. For migrated projects that are open to enrollment, the consent form(s) will be stamped during the next follow-on submission. You will be notified of this within the Modification approval letter. Until a follow-on submission is created, the most recent PDF version of the consent may be used without the approved stamp.</li></ul>

<b>Suggested Revisions to your eIRB Study</b>
<ul style="list-style-type: none"><li>• Verify that the pre-filled answers on the Smart Forms are accurate. Update if necessary.</li></ul>
<ul style="list-style-type: none"><li>• Verify that the current approved documents appear in the Local Site Documents Smart Form. Update if necessary.</li></ul>