University of Kentucky E-IRB

Application Features:

• **Controlled and secure user access**	**Access and Roles**

Logging onto the E-IRB requires your ‘Link Blue’ ID and password.

Everyone with a ‘Link Blue’ account can log in as a ‘Researcher’.

Office of Research Integrity (ORI) and the Institutional Review Board (IRB) will have access based on their ‘Role’.

Automated On-Line Application:

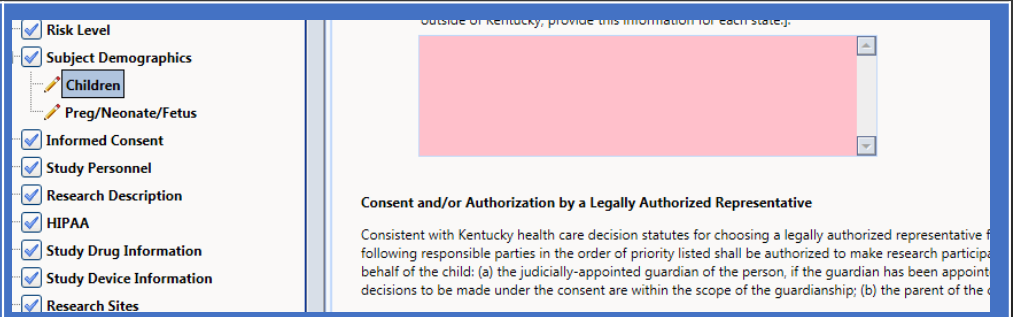
• **Automatic check for completeness**	

Application can be saved at any point. Close out the application and return to ‘submit’ application at a later date.

Submission to ‘Office of Research Integrity’ checks for completeness of application. Providing instant feedback to the researcher that the application is ready for submission.

Automated On-Line Application:

- **Question and Section Validation**



Pencil appears in ‘IRB Application Sections’ when more information is needed.

Checkmark appears when section is complete.

Question color changes when information is needed within a section.

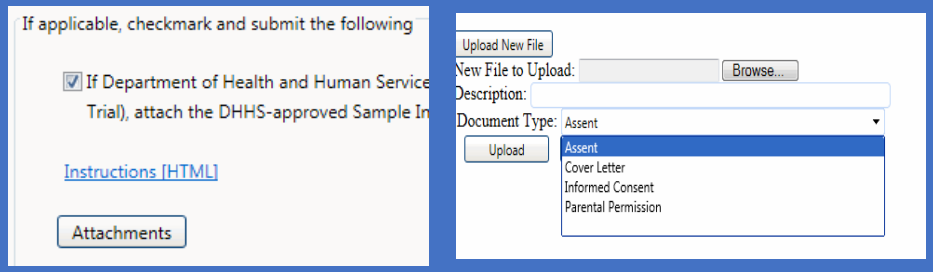
Automated On-Line Application:

• **Version Control**	**New features in a timely manner.**

Application template will be maintained by ORI, allowing for timely changes to the application when updates are mandated by changes to federal regulations.
Past versions of the application will be retrievable.

Automated On-Line Application:

- **Attachments**

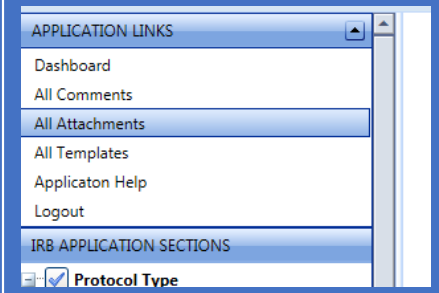


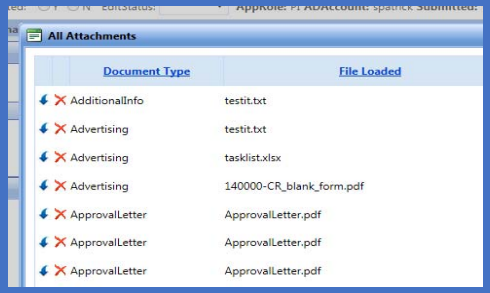
Attach documents in the appropriate sections of the application.

View attachments on section applied or all attachments in one location on the application.

Automated On-Line Application:

- **Attachments**



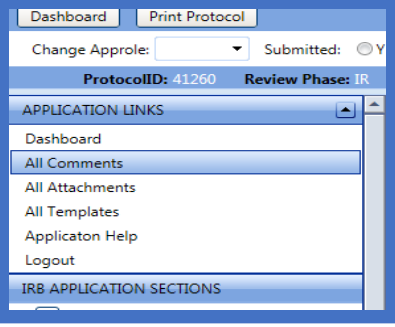


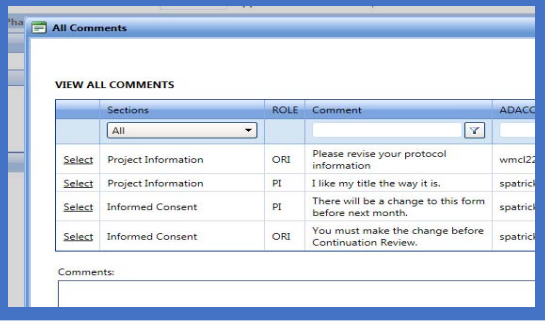
View ‘all’ attachments for application in one place.

Sort by ‘Document Type’, ‘File Loaded’ or ‘Document Description’

Automated On-Line Application:

- **Comments**





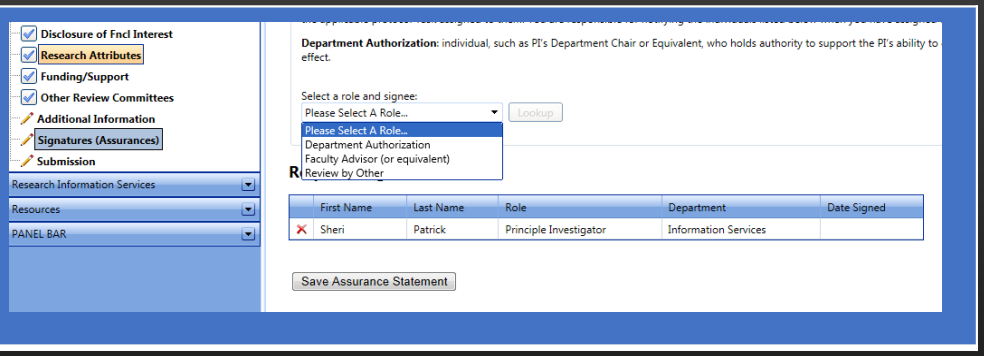
Researchers may view comments made between them and ORI in each section or in one place.

IRB and ORI may view each others' comments on application.

ORI may view 'all' comments.

Automated On-Line Application:

- **Signatures(Assurances)**

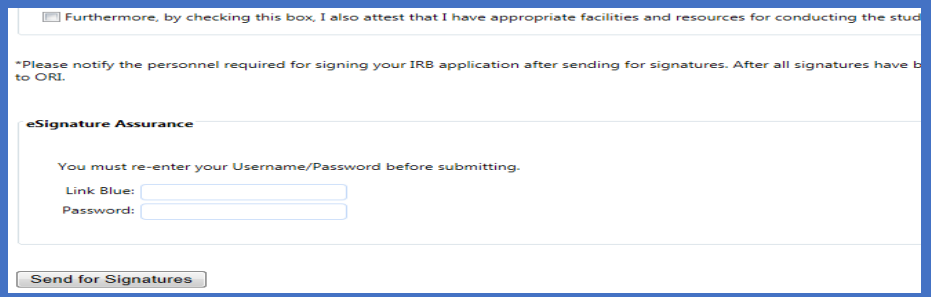


Researchers may assign signatures according to departmental policies.

Required signees will get a ‘task’ in their dashboard to electronically sign application.

Automated On-Line Application:

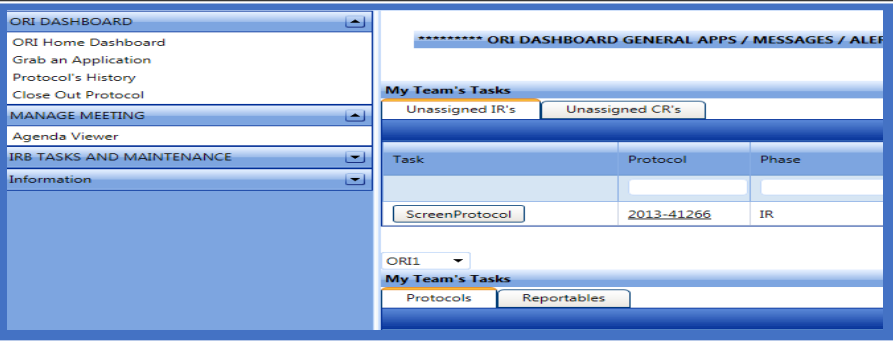
- **Signatures(Submission)**



Once the required signatures from the Researcher's department have been obtained, the Principle Investigator may 'Submit' application to ORI by using their 'Link Blue' ID and password.

Automated On-Line Application:

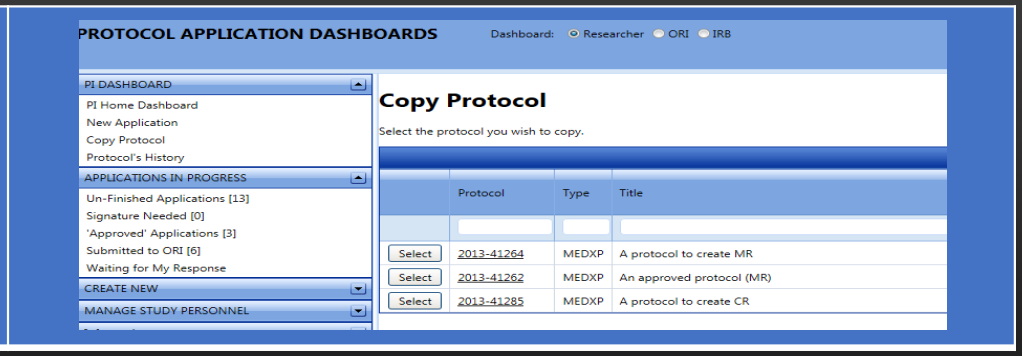
- **Routing Application**



The researcher submits the application and immediately the application appears on ORI's dashboard to be screened.

Automated On-Line Application:

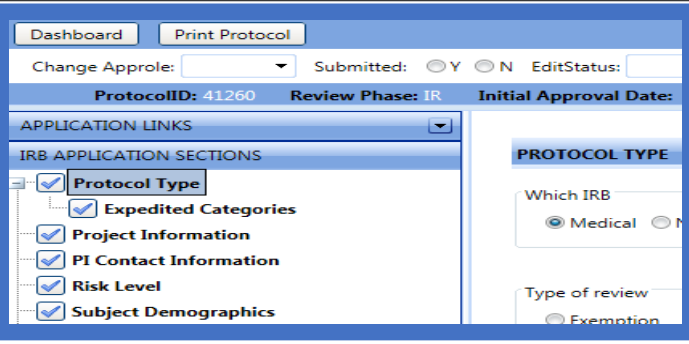
- **Copy Application**



Use the 'Copy Protocol' feature to duplicate similar applications. The new application will require researcher to view and save each section as verification that the section is valid for the new application.

Automated On-Line Application:

- **Printing Application**



Print the application to a pdf file anytime during or after the creation of the application.