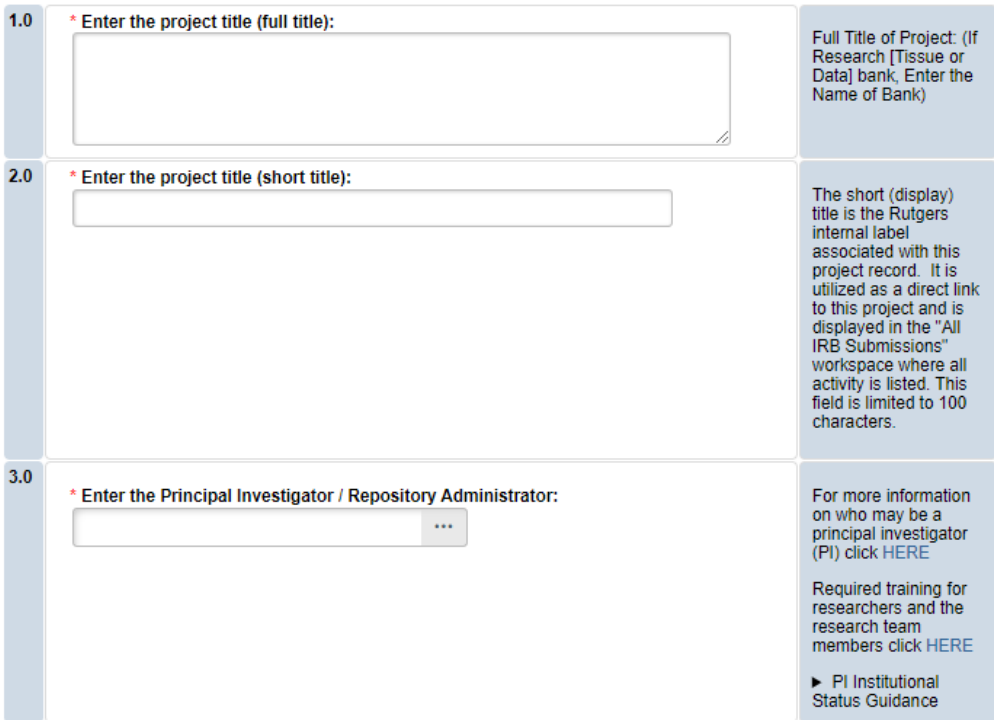
eIRB+ Application Guide

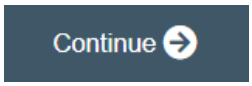
for Minimal Risk Research Studies

Please remember that not all sections below will apply to your application/research study. Some sections might NOT appear. The sections that appear as you complete your eIRB+ application are contingent upon your responses in previous sections. If you encounter difficulty in completing a section that does not appear below but DOES appear in your application, kindly contact the IRB office at irboffice@research.rutgers.edu for assistance.

Section 1.0 General Project Information

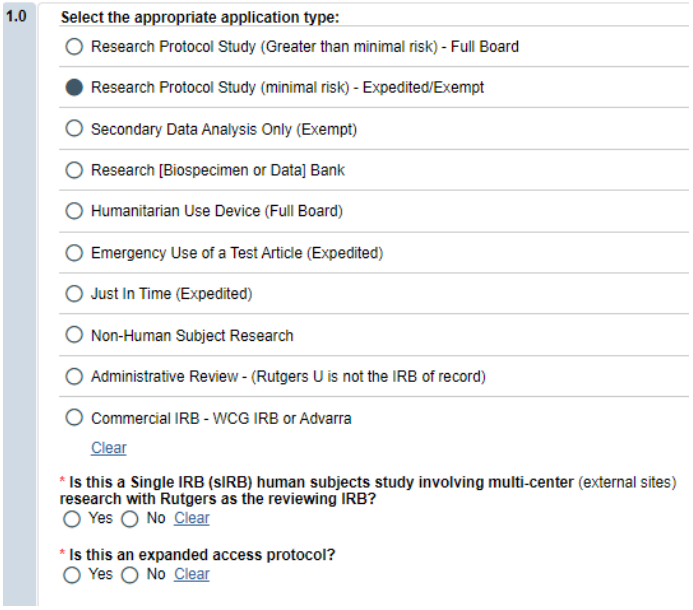


- **ENTER** the study's Full Title (Q 1.0) and Short Title (Q 2.0). **T**he Short Title entered will display in the eIRB+ dashboard.
- **ENTER** the Principal Investigator (Q 3.0) of the study by clicking the 3 dots (right side) or by typing the person's name in the open field.
    - **VISIT** our page to see who can and cannot serve as Principal Investigator (PI)**.**
    - **RU graduate** students serving as the PI must **ADD** a faculty advisor as a Co-Investigator
- **ADD** a study coordinator in Q 4.0, the person entered here will receive all correspondence and notifications regarding this study along with the Principal Investigator.
- **ADD** any Rutgers-affiliated study team members in Q 5.0 Co-Investigators to Q 6.0 Other Study Staff.
    - **IRB Tip**: Ensure all members completed Rutgers CITI requirements

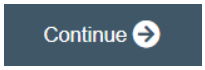
Once all information is provided, click 

.

Section 1.1 Submission Type

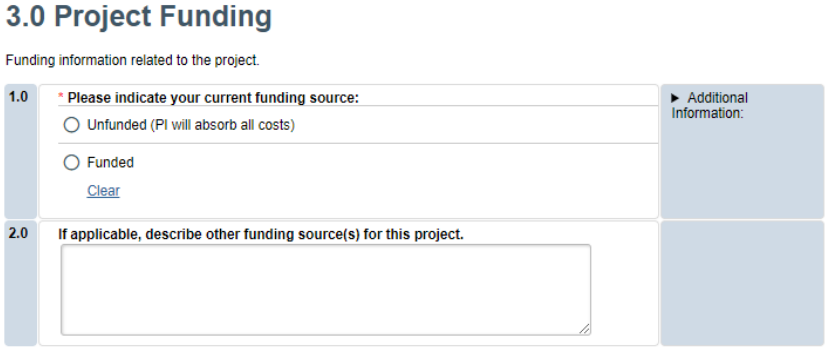


- **SELECT Research Protocol Study (minimal risk) - Expedited/Exempt**
  - This means you consider the study minimal risk and the study is not relying on an external IRB as the IRB of record.
  - **VISIT** the IRB Recommendation Tool if you are unsure this is the correct application type for your research study.

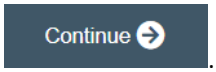
Once all information is provided, click 

.

Section 3.0 Project Funding

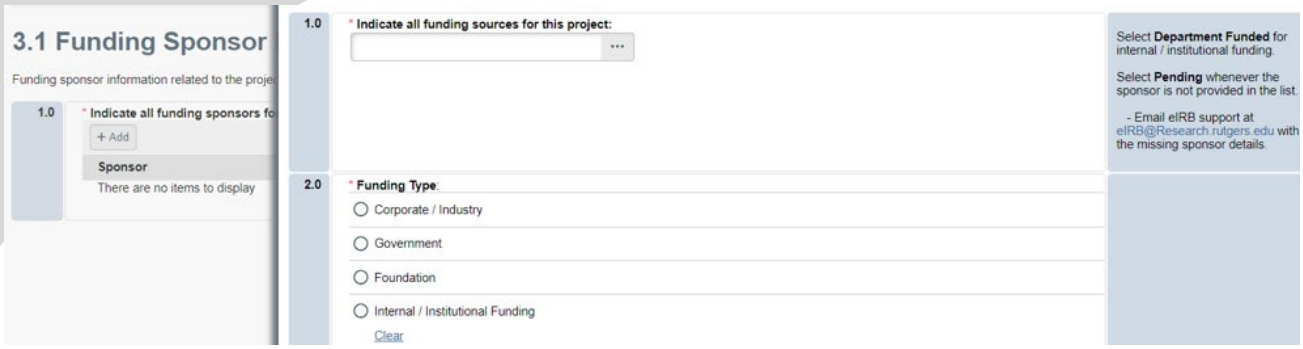


- **SELECT** whether the study is **funded** or **unfunded** in Q 1.0.
  - Select **unfunded** only if the PI of the study will absorb all costs.
  - If funded externally or by department, select **funded** and fill out the following section 3.1 Funding Sponsor Information.

Once all required sections are completed, click 

.

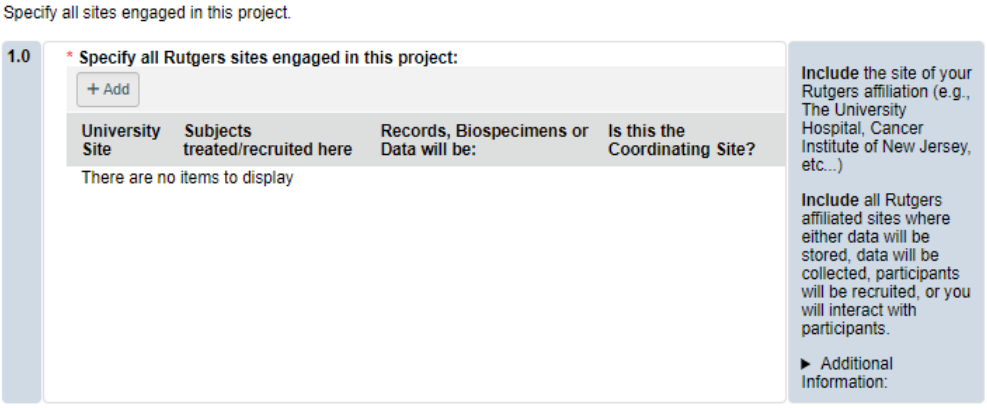
Section 3.1 Funding Sponsor Information



- **ADD** funding source by selecting the + Add
- **TYPE** the name of funding source or type 'Department Funded' for internal/institutional funding.
- **SELECT** funding type and select OK to save.
- **DELETE** a sponsor you've listed by accident by hovering over the sponsor entry and selecting the 'X' that appears on the right side of the highlighted row.

Once all information is provided, click Continue .

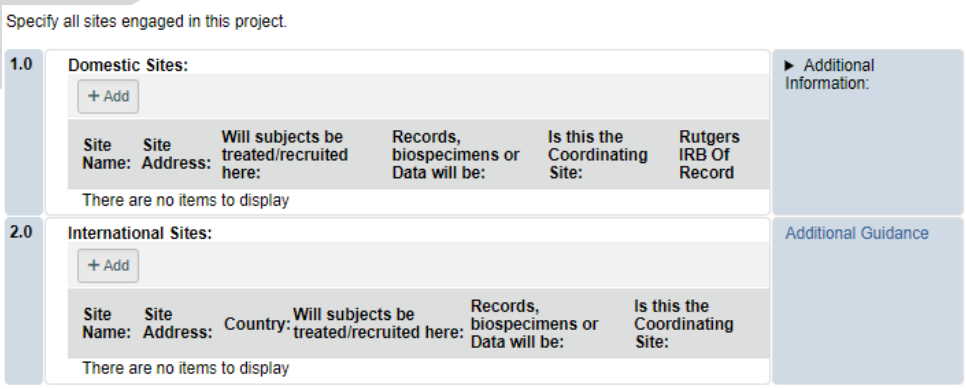
Section 4.0 Rutgers Affiliated Sites

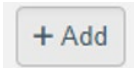


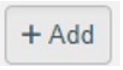
- **ADD** all Rutgers sites engaged in your study by selecting the + Add . This will populate an additional box where you will need to answer additional questions.
- **ADD** multiple Rutgers study sites by clicking OK and Add Another
- **DELETE** a site you've listed by accident by hovering over the site entry and selecting the 'X' that appears on the right side of the highlighted row.

Once all information is provided, click Continue .

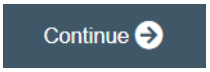
Section 4.1 Non-Rutgers Project Sites



- **ADD** all domestic sites (within the USA) in Q 1.0 by clicking 

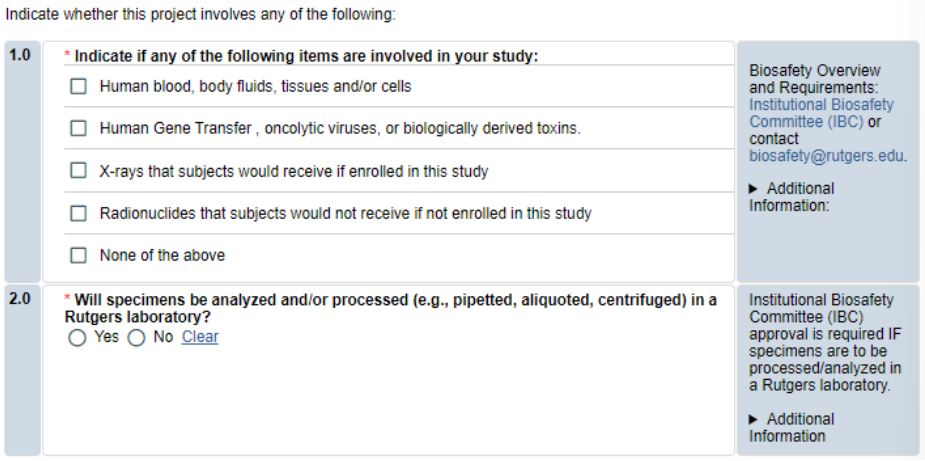
and answer the questions that populate after.
    - **USE** our [interactive tool] if unsure if a domestic (non-Rutgers) site is engaged in research.
    - **CONTACT** the IRB Reliance Team (irbrelianceteam@research.rutgers.edu) if you answer **YES** to "Are you requesting Rutgers to serve as the IRB of record for this site (NON-Rutgers site)?"
- **ADD** an international site in Q 2.0 by selecting 

and fill out the additional questions on the following page.
    - **VISIT** our guidance page on [International Research] if needed.

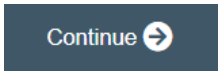
Once all selections are completed, click 

.

Section 5.0 Biosafety & Radiation Safety



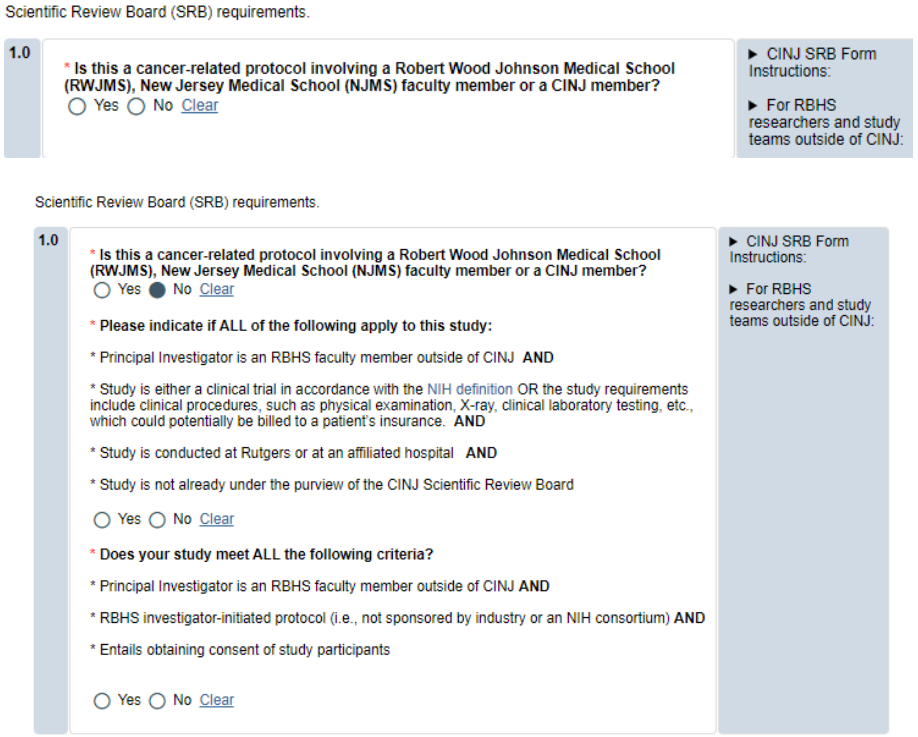
- **SELECT** all that apply in Q 1.0, if applicable.
- **UPLOAD** [Institutional Biosafety Committee (IBC)] approval in section 10.0 (section will appear at the end of the application) if specimens are to be processed/analyzed in a Rutgers laboratory.

Once all information is provided, click 

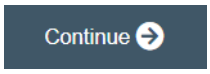
.

Section 5.1 Scientific Review Board (SRB)

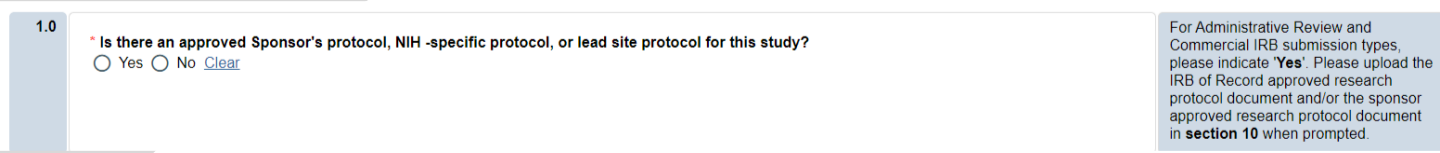
For Scientific Review Board information and requirements visit RBHS Scientific Review Board - CINJ Studies and RBHS Scientific Review Board - Non-Oncology Studies.



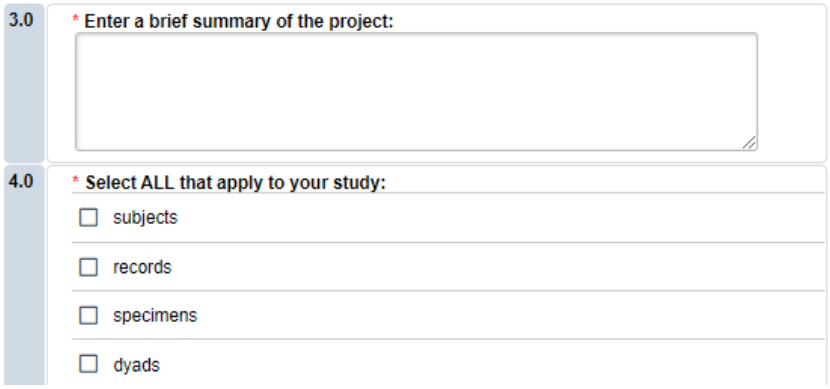
- **SELECT** 'Yes' if this study is a cancer related protocol involving RWJMS or NJMS or CINJ member, otherwise select 'No'.
- If you meet all the criteria below, **SELECT** 'No' in Q 1.0 and answer 'Yes' to the questions that appear after. If you meet the criteria below you will need to visit Scientific Review Board and obtain SRB approval.
    - Principal Investigator is an RBHS faculty member outside of CINJ
    - This is an RBHS investigator initial protocol (i.e., not industry sponsored or NIH consortium)
    - Study entails obtaining consent of study participants.

Once all information is provided, click  .

Section 6.0 - Research Summary

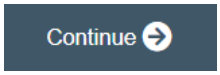


- If 'Yes' is **SELECTED** for Q 1.0, an alert will appear instructing you to upload the protocol document in section 10.0. eIRB+ Section 6.01 Local Context Summary will populate.
- If 'No' is **SELECTED** for Q 1.0, a standalone protocol document will not be requested because all protocol questions are included as part of the eIRB+ application.



- **SUMMARIZE** your project in Q 3.0 using lay language or language understood by a person unfamiliar with your area of research.
- **SELECT** all that apply under Q 5.0 and enter the number corresponding to the selection. For example, select subjects and records if you are enrolling 100 subjects and are also reviewing 50 student records.

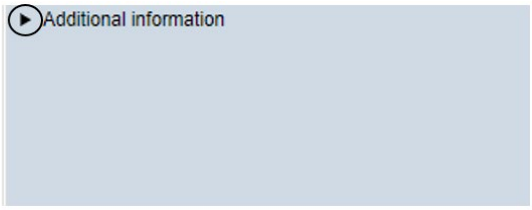
If you select records, specimens or dyads, additional required fields will appear for you to fill in the corresponding number for your research. Additional eIRB+ sections will also populate depending on your selections (e.g., Section 6.03 Biospecimens, 6.04 Secondary Review of Data).

Once all information is provided, click 

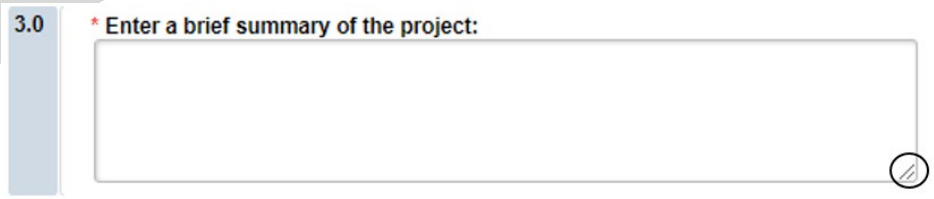
.

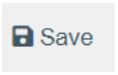
Section 6.02 Protocol Questions

- This section will ask you specific questions about your research. Please answer the questions and provide details in the text boxes provided.
- **IRB TIP #1:** Click the arrow icon on the right-side panel of the page to **access additional guidance and examples** related to each protocol section.

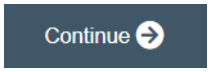


- **IRB TIP #2:** Expand each text box by dragging the corner of the text box where the three diagonal lines are.



- **IRB TIP #3:** 

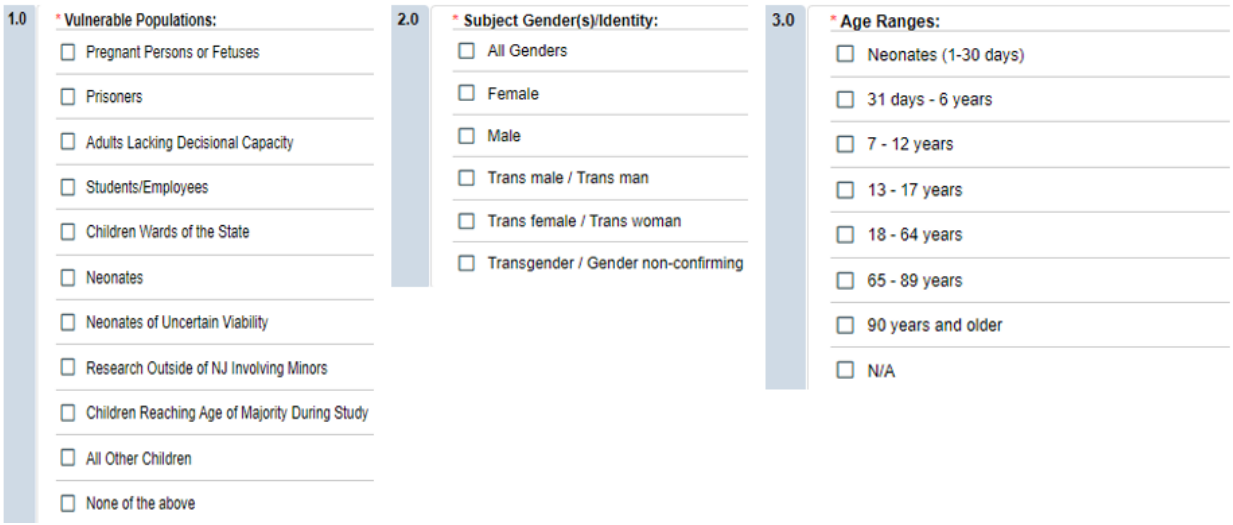
your work regularly to prevent any loss of progress by selecting the **SAVE** icon at the bottom of the screen.

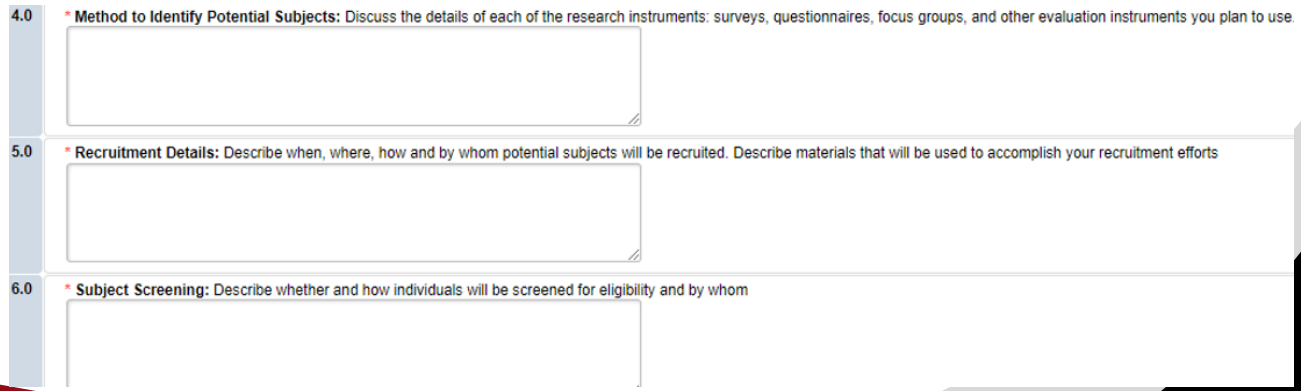
Once all information is provided, click 

.

Section 6.06 Interaction or Intervention with Subjects

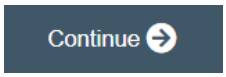
- **SELECT** all that apply in Q 1.0 - 3.0 that describes your subject population.
- Q 4.0 - 10.0 will ask you specific questions about your research. Please answer the questions and provide details in the text boxes provided.





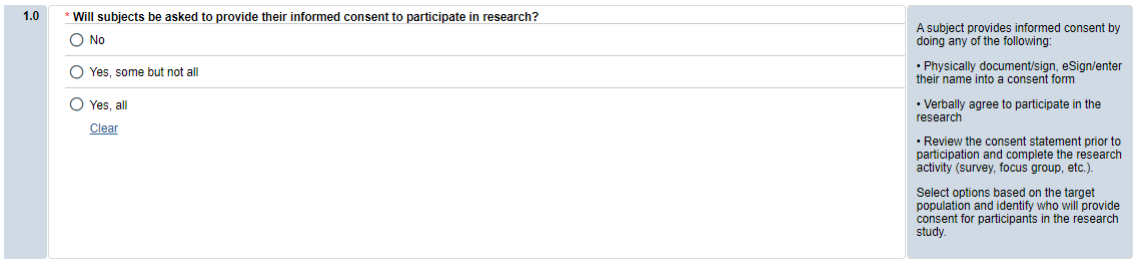
Section 6.07 and 6.08 Interaction or Intervention with Subjects (Continued)

- These sections will ask you to enter details regarding different items such as privacy protections, risk of harms, direct benefits to subjects, consent process, data analysis/security. Please answer the questions and provide details in the text boxes provided.

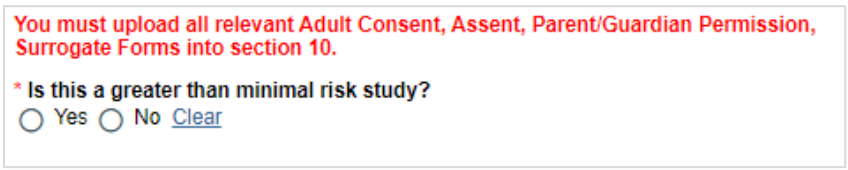
Once all information is provided, click 

.

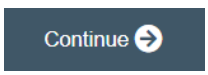
Section 8.0 Informed Consent



- **SELECT** if subjects will be providing consent (includes verbal consent, and electronic signatures).
    - Selecting 'No' will take you to section **8.2 Waivers.**
    - Selecting 'Yes, some but not all' OR 'Yes, all' will take you to section **8.1 Informed Consent Process.**
- The following question will appear if you select 'Yes, some but not all' or 'Yes, all'.



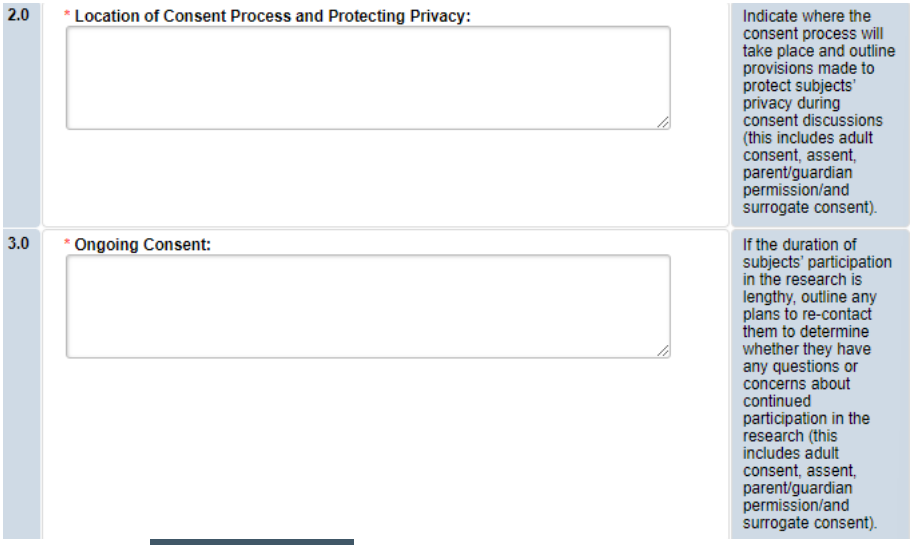
- **SELECT** 'NO' to question 'Is this a greater than minimal risk study.'
- **USE** our interactive tool if unsure what consent form template to use
- **VISIT** our website for the most up-to-date consent form templates.

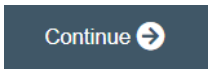
Once all information is provided, click 

.

Section 8.1 Informed Consent Process

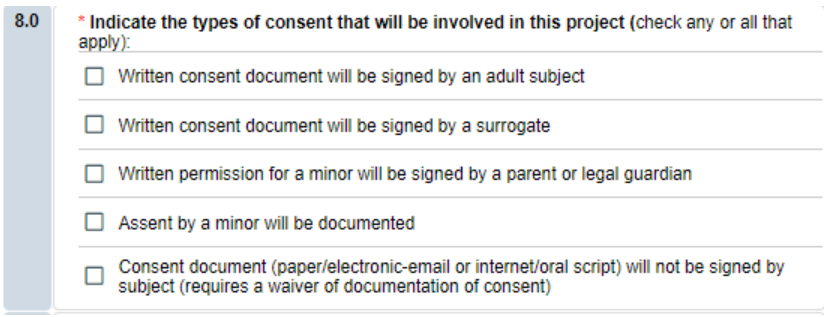
- This section will ask you specific questions about the consent process such as location of consent and consent form duration. Please answer the questions and provide details in the text boxes provided for Q 1.0 - Q 7.0.
- **READ** the right-side panel of the page to access additional guidance and examples related to each section.



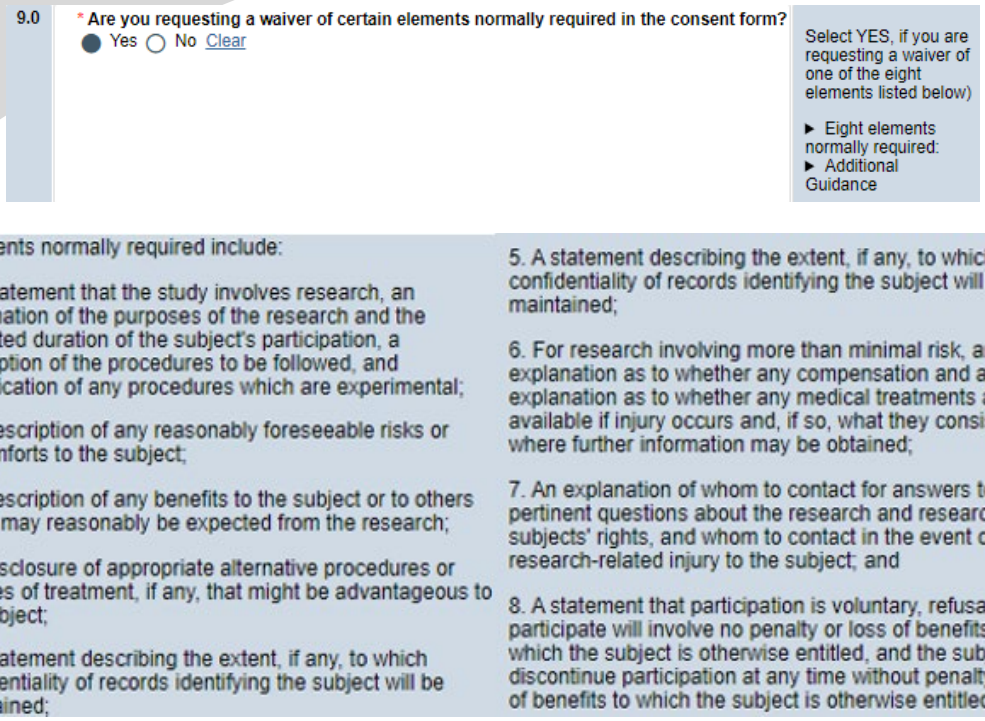
Once all information is provided, click 

.

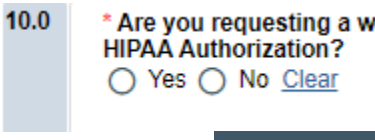
Section 8.1 Informed Consent Process (Continued)

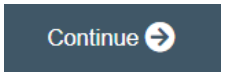


- **SELECT** all the types of consent that will be involved in this project in Q 8.0.
    - If you select *'Consent document will NOT be signed by a subject'* you will be required to fill out section **8.5 Waiver of Documentation of Informed Consent** on the next screen.
- **SELECT** 'Yes' in Q 9.0 **ONLY** if you are requesting a waiver of one of the eight elements below. You will be required to fill out the section **8.6 Waiver of Elements of Consent** on the next screen.



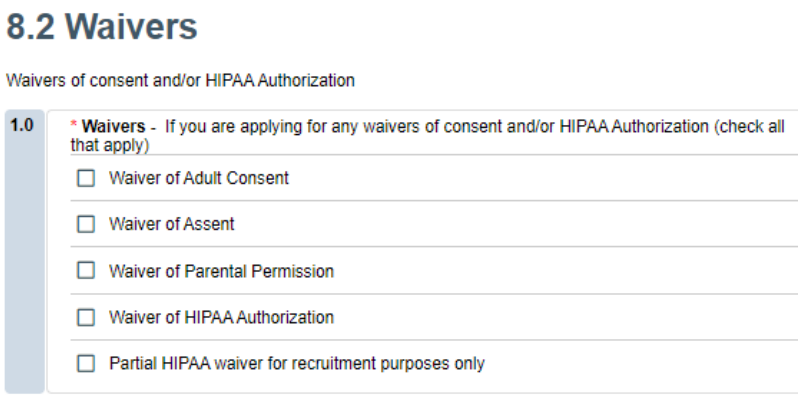
- **SELECT** 'Yes' in Q 10.0 **ONLY** if you are requesting a waiver of some of the elements required to be included in the HIPAA Authorization. You will be required to fill out section **8.9 HIPAA Waiver.**



Once all information is provided, click 

.

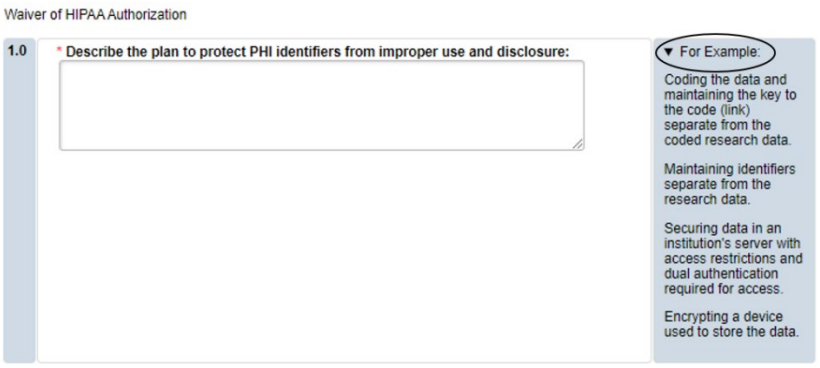
8.2 Waivers

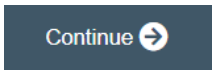


- **APPLY** for any waivers by selecting them under Q 1.0. Additional sections regarding the waivers will appear on the next page depending on your selection. For example, section **8.9 HIPAA Waiver** will populate if you select Waiver of HIPAA Authorization.

8.9 HIPAA Waiver

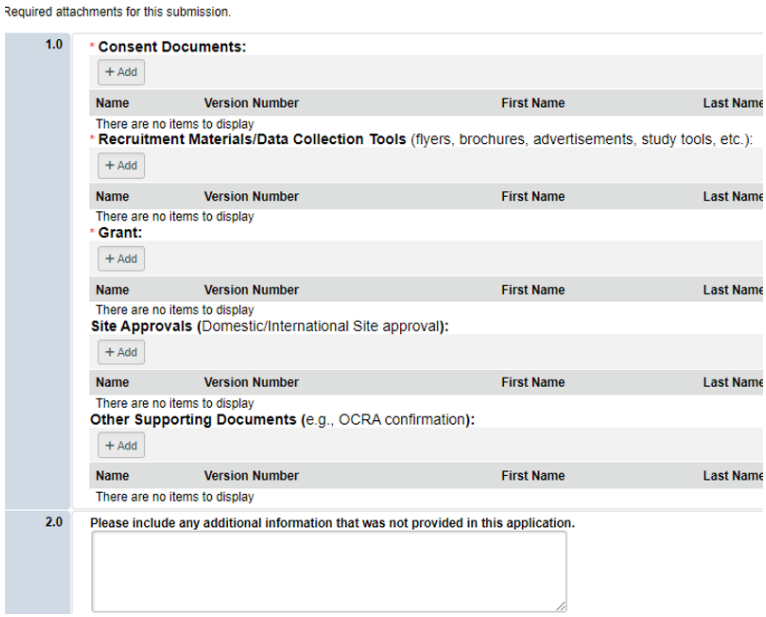
- **REMEMBER** to use the right-side panel for additional information and examples if you are unsure how to answer a question regarding any waivers.

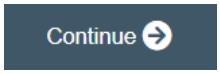


Once all information is provided, click 

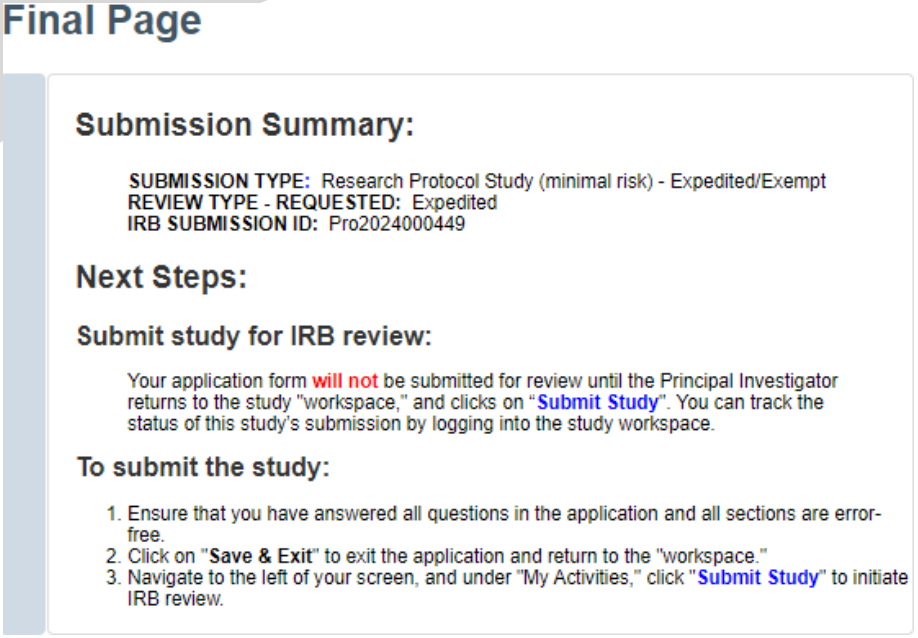
.

Section 10.0 Attachments

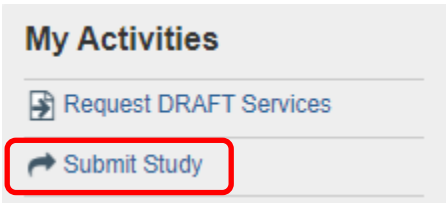


- **UPLOAD** consent forms, recruitment materials and any data collection tools (surveys, interview guides, screening forms).
  - **REVIEW** the above documents to ensure that they have version dates and numbers.
- **UPLOAD** site approvals for any domestic or international sites (these were listed in section 5.1).
  - **VISIT** our website for site approval forms: [Other Documents>Performance Site Approval Forms]
- **SELECT** 

.



- **REMEMBER** to select which will take you to the study main page. Selecting this will **NOT** submit your application to the IRB. You must navigate to **MY ACTIVITIES** and select 'Submit Study' if you are ready to submit to the IRB.



Related Links and Interactive Tools

I do not know if my research is considered human subject research or if I need to submit to the IRB?

Who can serve as the Principal Investigator on a research study?

What are the CITI requirements for the study personnel on my application?

What application type should I choose?

Are my research sites engaged in research? Use the Engagement in research tool.

I will be using a site for recruitment only, where can I find the performance site approval form?

Where can I read more information about international research and sites?

Who can I contact regarding Institutional Biosafety Committee (IBC) approval?

Who can I contact for questions about Scientific Review Board and obtaining SRB approval?

What consent template should I use? Use IRB Review Type and Template Recommendation Tool.

Where can I find the most recent consent form templates?

I will be using a site for recruitment only, where can I find the performance site approval form?

If you have any other questions, please contact the IRB inbox at irboffice@research.rutgers.edu.