eIRB+ Application Guide

for Quality Improvement / Quality Assurance Projects

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). The 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

- For Non-Human Subject Research or Quality Assurance/Quality, SELECT ‘Non-Human Subject Research.’

Once all information is provided, click Continue.

Section 2.0 Non-Human Subjects Research

For Quality Assurance/Quality Improvement projects:

- SELECT ‘No’ to Q 1.0 and 2.0.
- SELECT ‘Yes’ to Q 3.0.

Once all information is provided, click Continue.
**Section 2.4 - Quality Activities**

**RESPOND** to all 10 TRUE/FALSE questions. Please note, **Q 8.0** requires a brief typed description. The guidance bar on the right provides additional context.

Once all information is provided, click **Continue**.
Section 2.5 Non-Human Subjects Research Study Summary

Enter a brief summary of the project:

Describe the specific objectives, including background information and rationale for the proposed project.

Describe the subject population/type of data or biospecimens to be studied:

Identify who your subjects will be and indicate the type of data or biospecimens you will collect. Describe the methods in which the data or biospecimens will be collected, stored, and how confidentiality will be maintained.

Provide the name and address of the source/provider of the data or biospecimens:

Name:

Address:

Once all information is provided, then click Continue.

Section 3.0 Project Funding

3.0 Project Funding

Funding information related to the project:

Please indicate your current funding source:

○ Unfunded (PI will absorb all costs)

○ Funded

If applicable, describe other funding source(s) for this project:

Once all information is provided, then click Continue.

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 information is provided, then click Continue.
Section 3.1 Funding Sponsor Information

- **ADD** funding source by selecting the
- **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 10.0 - Attachments

- **UPLOAD** any other supporting documents: Site agreements, surveys, data collection tools, certifications, etc.
- **SELECT** **Continue**.
• **REMEMBER** to select [this link](#), 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.