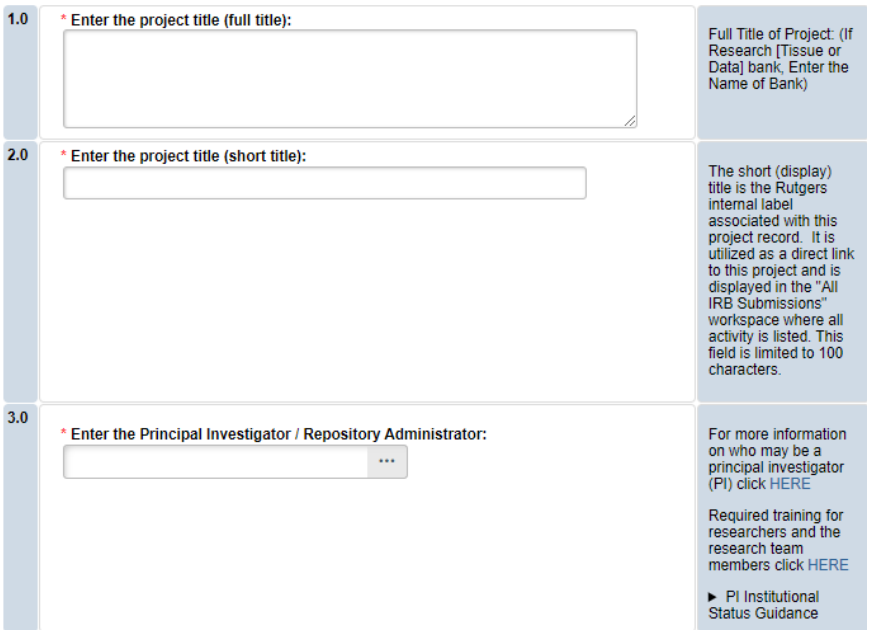
eIRB+ Application Guide

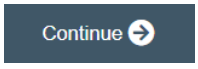
for Establishment of Data or Biospecimen Repository

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

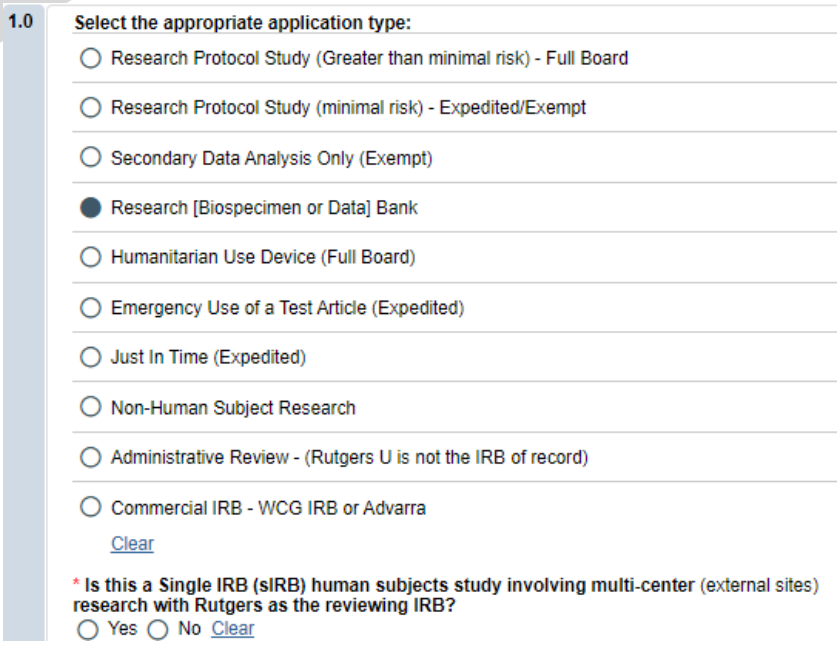


- **ENTER** the study's Full Title (Q 1.0) and Short Title (Q 2.0). The Short Title entered will display in the eIRB+ dashboard.
- **ENTER** the Principal Investigator (Q 3.0) of the study by clicking the 3 dots (right side) or by typing the person's name in the open field.
    - **VISIT** our page to 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 Q6.0 Other Study Staff.
    - **IRB Tip**: Ensure all members completed Rutgers CITI requirements

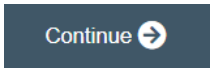
Once all information is provided, click 

.

Section 1.1 Submission Type

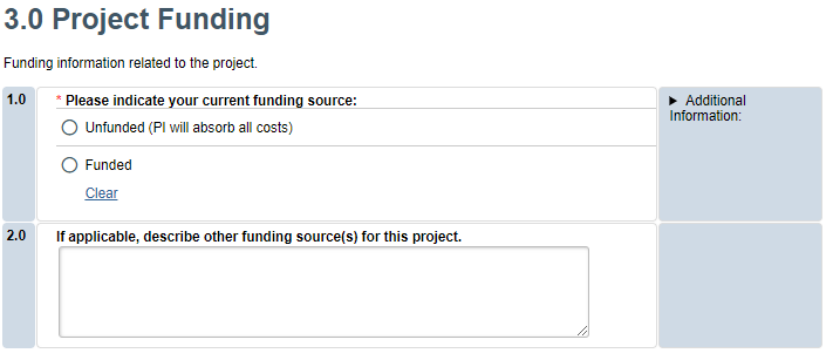


- **SELECT Research [Biospecimen or Data] Bank**
  - This application is only for the **establishment** of a biospecimen or data bank/repository and NOT for those who wish to conduct research using data or biospecimens from a bank/repository.

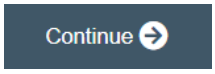
Once all information is provided, click 

.

Section 3.0 Project Funding

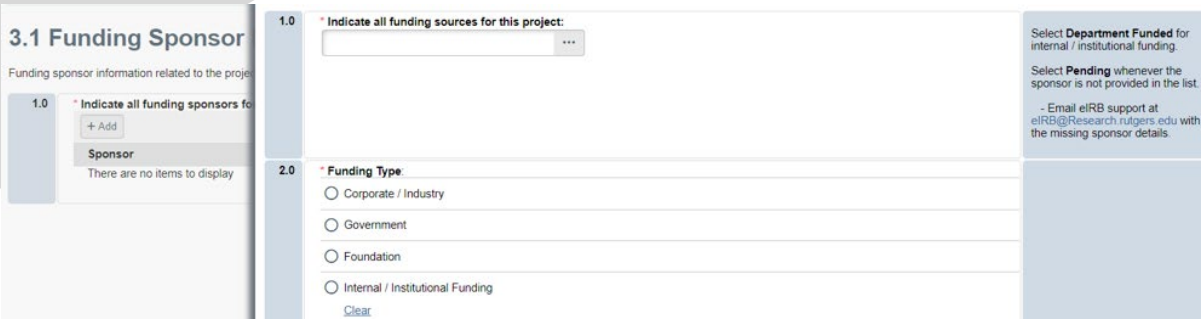


- **SELECT** whether the study is **funded** or **unfunded** in Q 1.0.
  - Select **unfunded** only if the PI of the study will absorb all costs.
  - If funded externally or by department, select **funded** and fill out the following section 3.1 Funding Sponsor Information.

Once all information is provided, click 

.

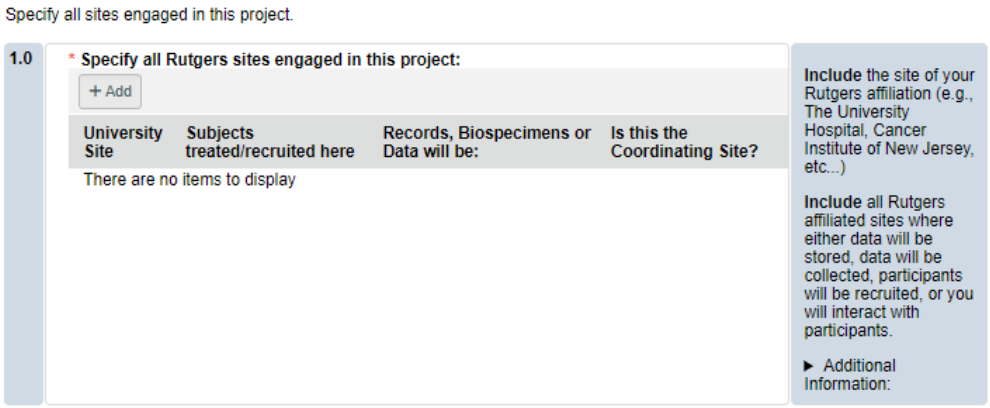
Section 3.1 Funding Sponsor Information



- **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 .

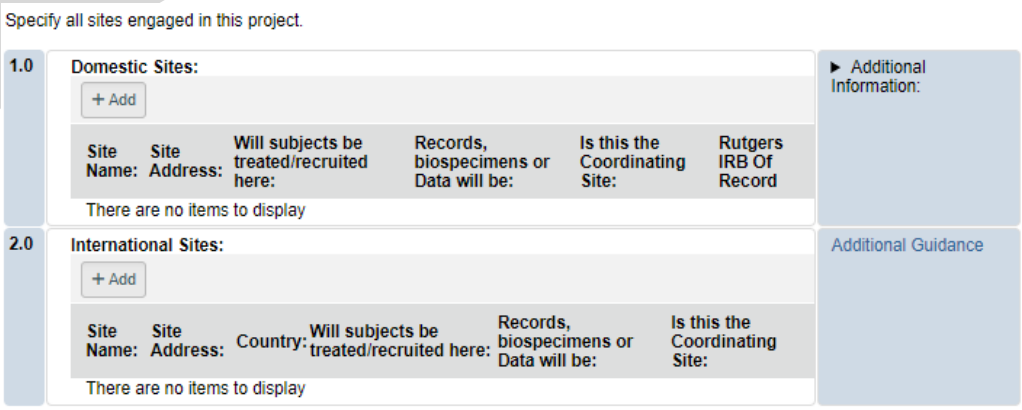
Section 4.0 Rutgers Affiliated Sites



- **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 .

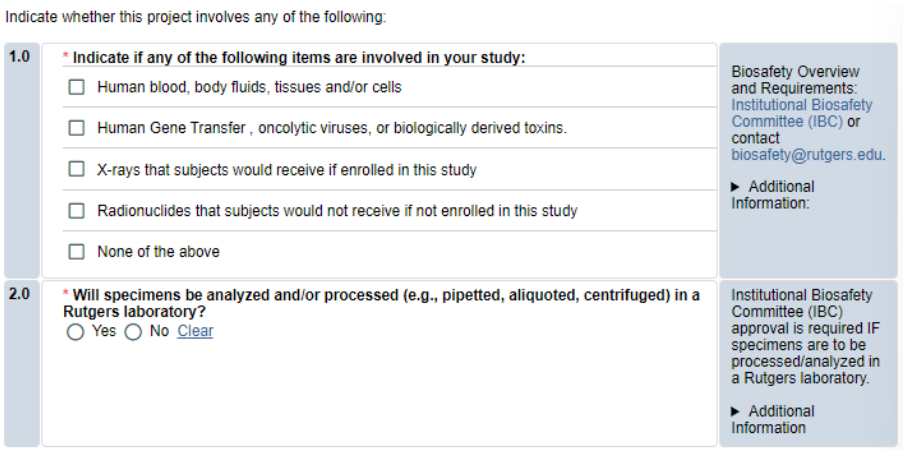
Section 4.1 Non-Rutgers Project Sites



- **ADD** all domestic sites (within the USA) in Q 1.0 by clicking + Add 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 + Add and fill out the additional questions on the following page.
    - **VISIT** our guidance page on International Research if needed.

Once all information is provided, click Continue .

Section 5.0 Biosafety & Radiation Safety

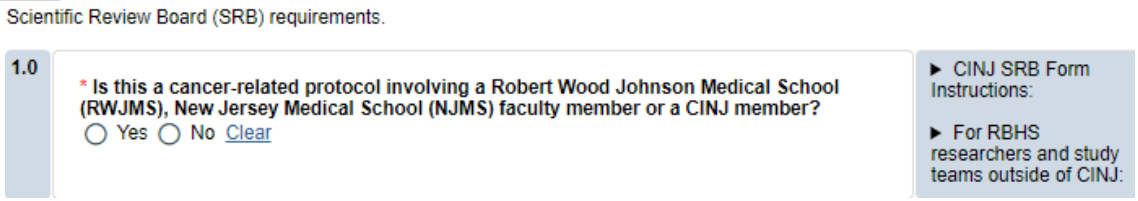


- **SELECT** all that apply in Q 1.0, if applicable.
- **UPLOAD** Institutional Biosafety Committee (IBC) approval in section 10.0 (section will appear at the end of the application) if specimens are to be processed/analyzed in a Rutgers laboratory.

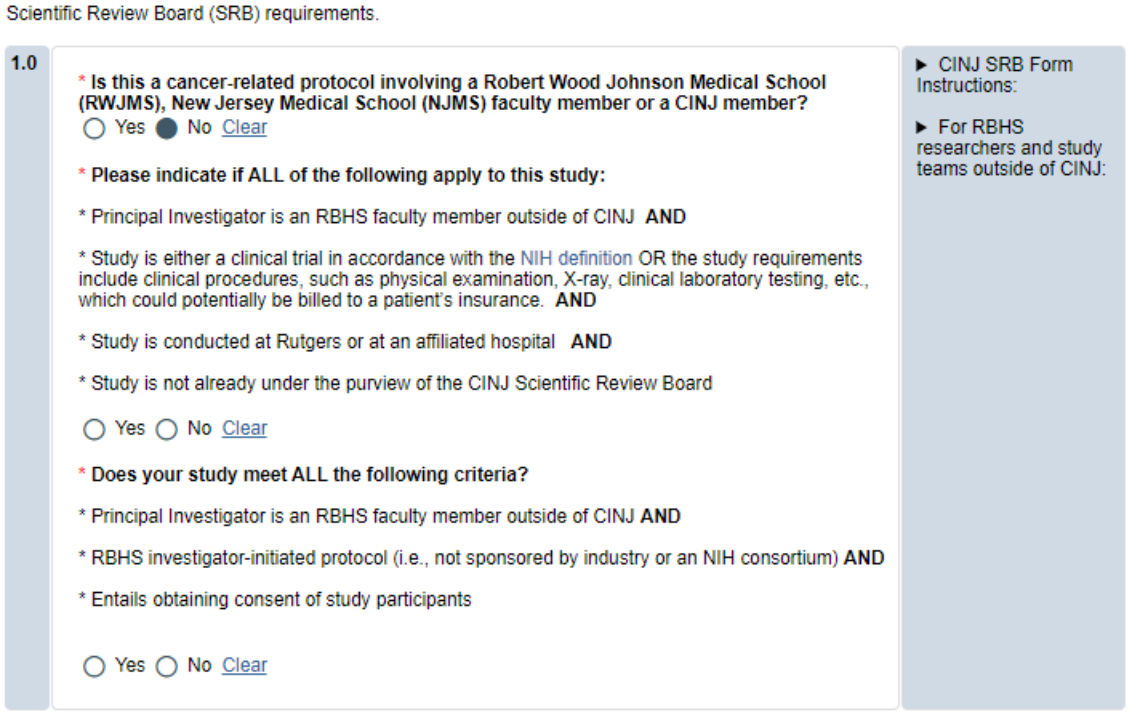
Once all information is provided, click Continue .

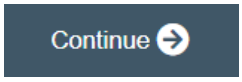
Section 5.1 Scientific Review Board (SRB)

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



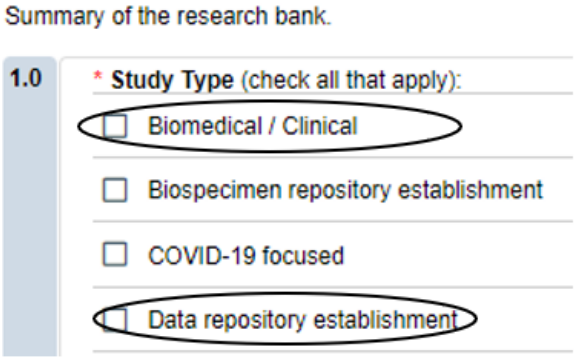
- **SELECT** 'Yes' if this study is a cancer related protocol involving RWJMS or NJMS or CINJ member, otherwise select 'No'.
- If you meet all the criteria below, **SELECT** 'No' in Q 1.0 and answer 'Yes' to the questions that appear after. If you meet the criteria below you will need to visit Scientific 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.



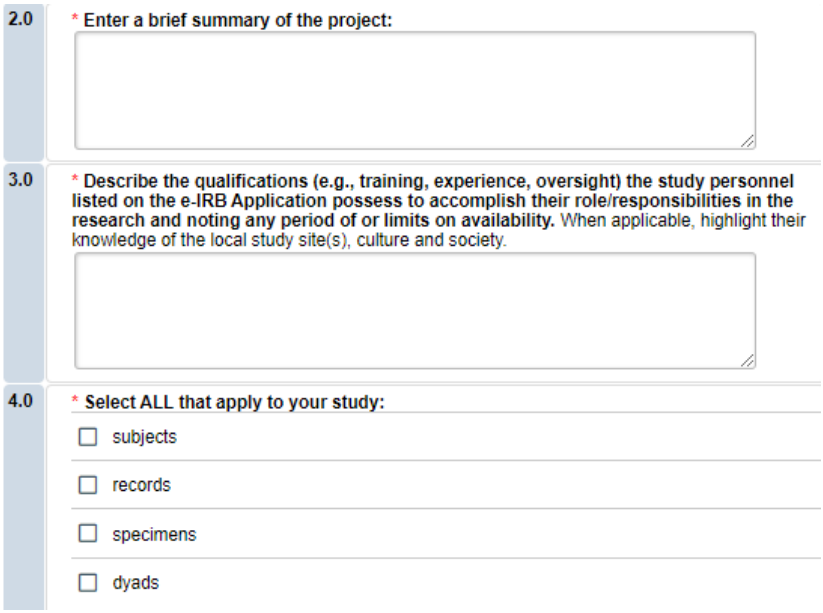
Once all information is provided, click 

.

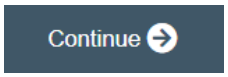
Section 6.0 Research [Biospecimen or Data] Bank Summary



- **SELECT** all study types that apply; make sure to select repository establishment (for data and/or specimens).

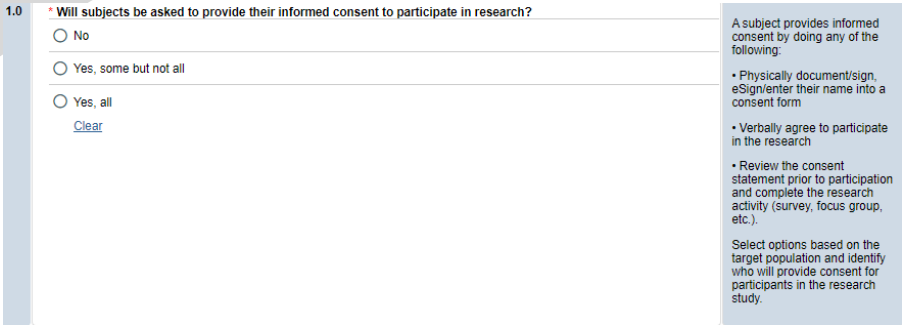


- **SUMMARIZE** your project in Q 2.0 using lay language or language understood by a person unfamiliar with your area of research.
- **SELECT** all that apply under Q 4.0 and enter the number corresponding to the selection. For example, select specimens if you are storing 300 specimens.

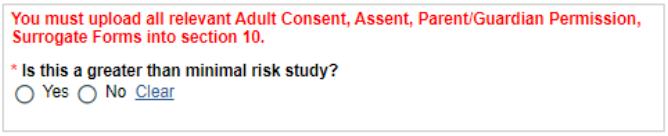
Once all information is provided, click 

.

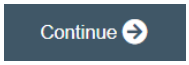
Section 8.0 Informed Consent



- **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'.



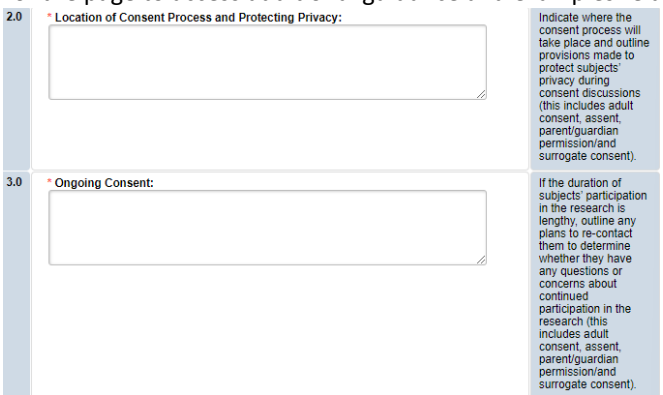
- **SELECT** 'Yes' to question 'Is this a greater than minimal risk study.'
- Make sure you include the question "What will happen if I am injured during this study" in the consent form that you upload in section 10.0 (section will appear at the end of the eIRB+ application). Instructions and standard language will be provided in the consent form template.
- **USE** our interactive tool if unsure what consent form template to use
- **VISIT** our website for the most up-to-date consent form templates.

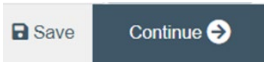
Once all information is provided, click 

.

Section 8.1 Informed Consent Process

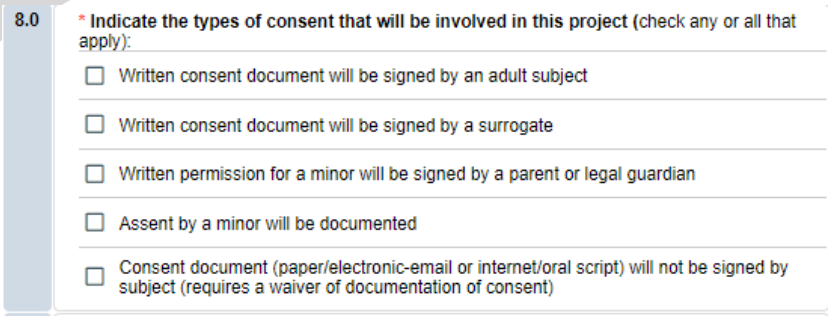
- This section will ask you specific questions about the consent process such as location of consent and consent form duration. Please answer the questions and provide details in the text boxes provided for Q 1.0 - Q 7.0.
- **READ** the right-side panel of the page to access additional guidance and examples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



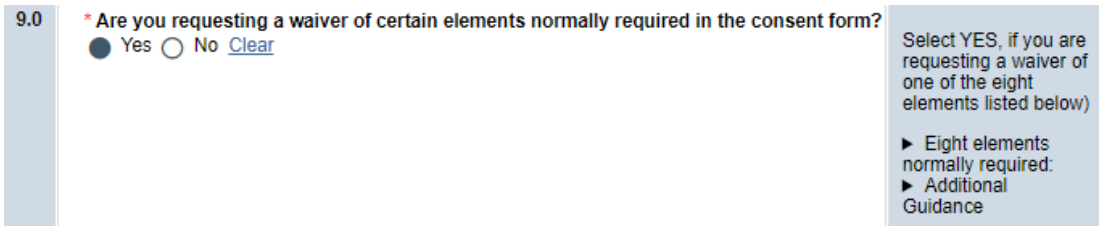
- **SAVE** your work regularly to prevent any loss of progress while typing and answering each question by selecting the **SAVE** icon at the bottom of the screen 

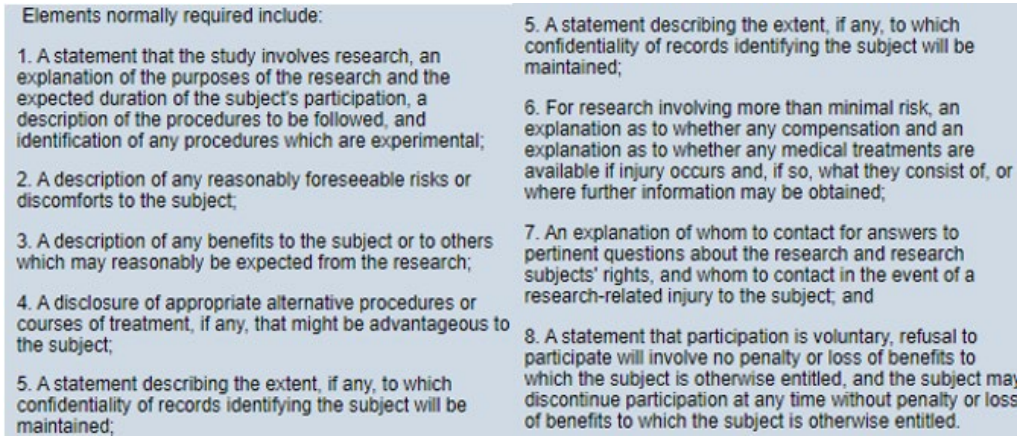
.

Section 8.1 Informed Consent Process (Continued)

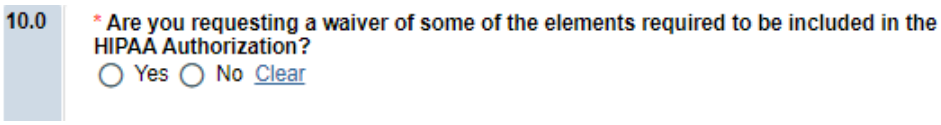


- **SELECT** all the types of consent that will be involved in this project in Q 8.0.
    - If you select *'Consent document will NOT be signed by a subject'* you will be required to fill out section **8.5 Waiver of Documentation of Informed Consent** on the next screen.

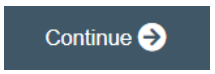




- **SELECT** 'Yes' in Q 9.0 **ONLY** if you are requesting a waiver of one of the eight elements below. You must fill out the section **8.6 Waiver of Elements of Consent** on the next screen.

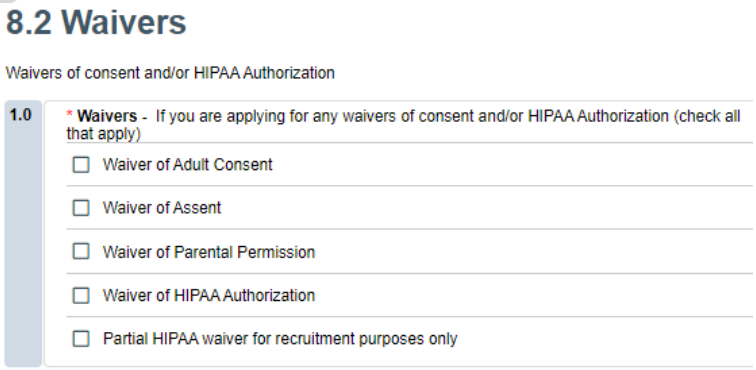


- **SELECT** 'Yes' in Q 10.0 **ONLY** if you are requesting a waiver of some of the elements required to be included in the HIPAA Authorization. You will be required to fill out section **8.9 HIPAA Waiver.**

Once all information is provided, click 

.

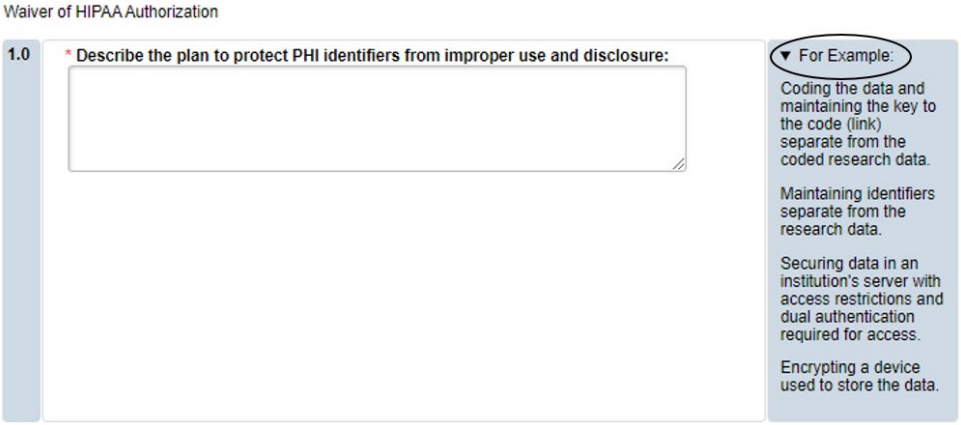
8.2 Waivers

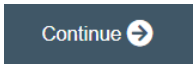


- **APPLY** for any waivers by selecting them under Q 1.0. Additional sections regarding the waivers will appear on the next page depending on your selection. For example, section **8.9 HIPAA Waiver** will populate if you select Waiver of HIPAA Authorization.

8.9 HIPAA Waiver

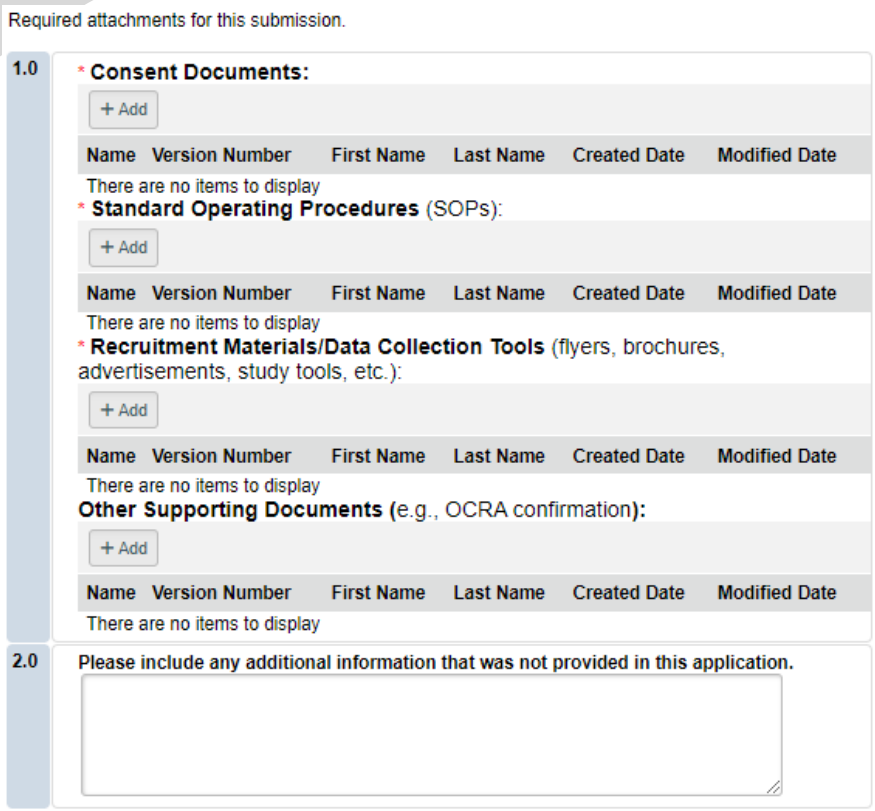
- **REMEMBER** to use the right-side panel for additional information and examples if you are unsure how to answer a question regarding any waivers.



Once all information is provided, click 

.

Section 10.0 Attachments


Required attachments for this submission.

1.0 * **Consent Documents:**

+ Add

Name	Version Number	First Name	Last Name	Created Date	Modified Date

There are no items to display

* **Standard Operating Procedures** (SOPs):

+ Add

Name	Version Number	First Name	Last Name	Created Date	Modified Date

There are no items to display

* **Recruitment Materials/Data Collection Tools** (flyers, brochures, advertisements, study tools, etc.):

+ Add

Name	Version Number	First Name	Last Name	Created Date	Modified Date

There are no items to display

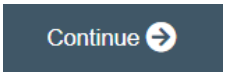
Other Supporting Documents (e.g., OCRA confirmation)**:**

+ Add

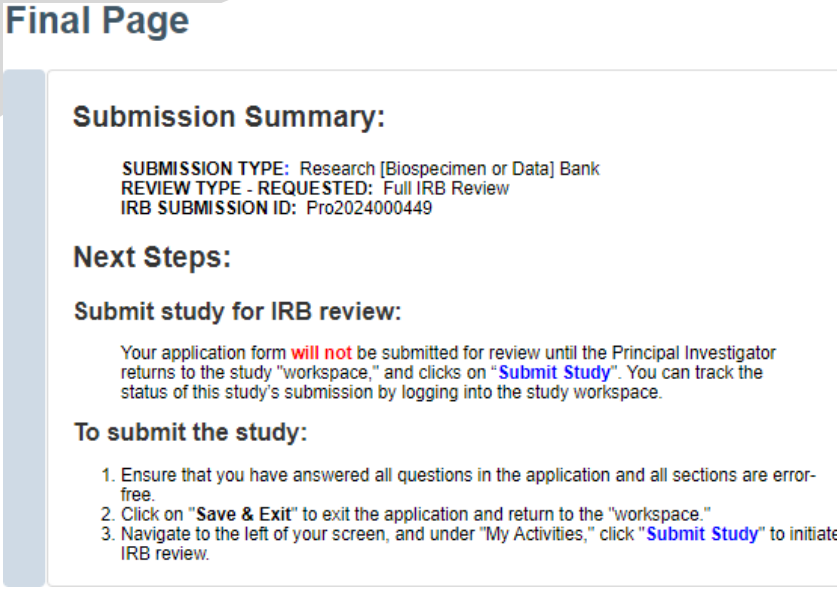
Name	Version Number	First Name	Last Name	Created Date	Modified Date

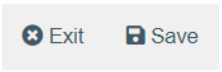
There are no items to display

2.0 **Please include any additional information that was not provided in this application.**

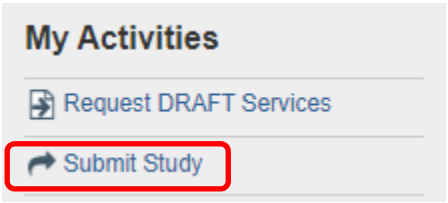
- **UPLOAD** the Standard Operating Procedures (SOP) for this repository.
- **VISIT** our website for the most updated template [(HRP-503d) Data/Tissue Repository SOP]
- **UPLOAD** consent forms, recruitment materials and any data collection tools (surveys, interview guides).
    - **REVIEW** the above 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 information and 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

Where can I find information and IRB guidance on repositories? See Registries & Repositories.

Where can I find the most updated Repository SOP (HRP-503d)?

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

Where can I find the most recent consent form templates?

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

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

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?

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

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

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