Human Subjects Research eIRB Checklist

eIRB is Wake Forest University’s web-based IRB application submission, review and approval system. Following are the steps you should take to help ensure that your eIRB application is successfully approved in a timely manner:

☐ Complete the required human subjects protection training (http://www.citiprogram.org). This is an online, self-paced tutorial which takes between 4 and 6 hours. Register with WFU as your affiliation, choose the Human Subjects Research Basic Course that applies to your type of research activities (Social-behavioral, Educational or Biomedical) and complete the required modules and an elective module that pertain to your application or research interests. You must score 80% to pass.

☐ Once you successfully complete CITI, click here to access the eIRB account request form (google docs). Complete the form and submit. You should receive an automated email from Information Systems instructing you to change your DEACNET password. Once you change your password (Ctrl > Alt > Delete, select Change Password) using the complexity requirements provided and waiting the recommended 24 hours, you should be able to access eIRB. Please note that if you are off-campus, a VPN connection is required for password change.

☐ Log in to eIRB (https://eirb.wakehealth.edu/reynolda) to access the application. Go to the IRB website (http://research.wfu.edu/irb/) for helpful information.

☐ The eIRB system will communicate with you via your DEACNET email account—check it often. The PI must submit the application; Student Co-PIs cannot perform this step. Once submitted, the system will prompt the study team members to “agree to participate”; the application cannot progress until they do so.

☐ Once submitted, the application comes to the administrator who reviews the application. She will return the application to you with “concerns” which you will address and then return the application to her. If all concerns were adequately addressed, she will send it to a Board Reviewer* for review. The Board Reviewer may have additional “concerns” which you will address and then return the application.

This part is like tennis—when the application is in your court, the IRB cannot interact with it and when you return it to the IRB court, you cannot make any revisions until it is sent back to you. This is also where progress can be brought to a screeching halt, often because concerns were not adequately addressed. Do your best to address every concern, be consistent throughout the application and proofread carefully. If you don’t understand a concern, contact the administrator. Every time your application is returned it goes to the end of the queue. Board reviewers do their utmost to perform their reviews in a timely manner; however, they are faculty volunteers who have a full-time day job. Once all concerns are addressed, the application can be approved.

*Research that is determined to be “greater than minimal risk” for the subjects must be reviewed by the full board at the IRB’s regular monthly meeting.

☐ Be advised that, by regulation, any changes to your approved research must be reviewed and approved via the amendment process.

☐ Remember to request study closure and complete the final report when your research study is completed.