

Pepperdine University

FAQs - eProtocol IRB system

1. What is eProtocol?

- a. eProtocol is an industry leader for electronic research compliance management systems. It was selected by Pepperdine University officials to support the needs of student, faculty, and staff researchers and for increased compliance and the protection of human subject research.

2. Who will have access to the eProtocol IRB system within the Pepperdine community?

- a. All Pepperdine student, faculty, and staff researchers have access to the eProtocol IRB system by utilizing the Central Authentication Service (CAS) login process by entering your Pepperdine network ID and password. To access the eProtocol system go to <https://irb.pepperdine.edu>.

3. How does an outside investigator get access to Pepperdine's eProtocol IRB system?

- a. Outside investigators must contact the Graduate and Professional Schools or the Seaver IRB Office's to complete a Person of Interest Form to get access to the eProtocol IRB system.

4. Who is required to use the eProtocol IRB system?

- a. Students, faculty, and staff who are conducting research at Pepperdine University must submit all new protocols (IRB applications) through the eProtocol IRB system starting July 22, 2015, for the Graduate and Professional Schools IRB Office and August 21, 2015, for the Seaver IRB Office.

5. What are some benefits of the eProtocol IRB system?

- a. The benefits of the system include the following: save time, reduce compliance risk, enhanced protection of human subjects, streamline process and workflow, enhanced data security, access anytime/anywhere, and faculty sign-off within the system for student protocols (IRB applications).

6. When will the new eProtocol IRB system be available?

- a. The Graduate and Professional Schools IRB Office will implement the system on July 22, 2015. The Seaver IRB Office will implement on August 21, 2015.

7. Will paper forms and signatures be involved in the IRB process?

- a. The eProtocol system will serve as an electronic signature for submitting IRB applications. All students must have a Faculty Chair/Sponsor and the IRB application must be approved by the Faculty Chair/Sponsor before the IRB application can be processed and reviewed. The entire process is online through the eProtocol IRB system.

8. What web browsers will be supported?

- a. All major browsers are supported by the eProtocol IRB system, including **Internet Explorer**, **Firefox**, and **Safari**. **Please remember to turn off pop-up blockers when utilizing the eProtocol IRB system.

9. How do I report a problem with the eProtocol IRB system?

- a. If you are a student, faculty, or staff member, please contact the University HELP desk at (310) 506-HELP (4357) to report a problem.

10. What resources are available for training on the eProtocol IRB system?

- a. Training guides and short videos will be available at the IRB website at <http://community.pepperdine.edu/irb/>.

11. How do I create a protocol (IRB application) in the eProtocol system?

- a. To create a protocol (IRB application); refer to the student investigator user guide or the faculty/staff investigator user guide. This will give step-by-step instructions to create, complete, and submit the IRB application. Go to <http://community.pepperdine.edu/irb/> to access the user guides for assistance.

12. What if I don't see a specific protocol (IRB application) on my home page?

- a. If you need access to a specific protocol (IRB application) in the system, contact the principal investigator and ask them to add you as part of the research team or as an administrative contact. You must be added to the protocol (IRB application) before you can gain access to the IRB application.

13. How do I resubmit a returned protocol?

- a. From the Investigator Home Page, click on the returned protocol and view the notes from the IRB Office. Make the necessary changes as requested and resubmit the application for review to the IRB Office for processing.

14. How will the new eProtocol IRB system affect the review process?

- a. The entire IRB process will be electronic and increase efficiency with processing the IRB application. The reviewers will have the entire IRB protocol and its history accessible and will allow them to make timely decisions. The researcher or research teams will be able to track the progress of the IRB submission in real-time.

15. How much of my existing protocols (IRB applications) will be transferred into the new eProtocol IRB system?

- a. There are no current plans to import old protocols (IRB applications) in the eProtocol IRB system. If you have a modification, amendment, or continuing review, you can use the paper applications until the end of 2015.

16. How long will my protocol take to be reviewed?

- a. Most new IRB applications take 3 to 4 weeks to be approved, depending on the quality and content of the original IRB application. Protocols missing important documents and lack content in answering the application questions will be returned by the IRB Office before being sent to the IRB reviewers. Full Board studies may take longer depending on

the Full Board IRB deadline and meeting dates as posted on the IRB website at <http://community.pepperdine.edu/irb/>.

17. What happens after I submit my protocol?

- a. Check your Pepperdine e-mail for updates regarding your protocol (IRB application). The IRB reviewers may contact you for addition changes and modifications before they approve the protocol (IRB application).

18. Where is my approval letter?

- a. Once a protocol (IRB application) has been approved, the letter can be found by going to Investigator Home Page and clicking on the procotol (IRB application) that has been approved. Go to Event History to access the approval letter in the eProtocol system.

19. Why don't I see my approval letter?

- a. The protocol (IRB application) my still be under review. An e-mail will be automatically sent when the approval has been completed in the IRB system. You can access the status of your application by going to your Investigator Home Page and/or checking your Pepperdine e-mail for updates.

20. Can I be collecting data without IRB approval?

- a. All research at Pepperdine University needs to have IRB approval before data collection can occur. If a study is expedited, it needs to be renewed annually to comply with federal regulations for the protection of human subjects and University policy.

21. How do I renew a protocol (IRB application) in the eProtocol system?

- a. The system will send reminders to principal investigators when it's time to renew a protocol. You can then access the new form and make changes and submit the protocol to be reviewed by the IRB Committee. Researchers will be notified two months in advance before a protocol expires. Multiple e-mails will be sent by the eProtocol IRB system to remind the investigator of the upcoming expiration date of the study.

22. What happens if a protocol expires?

- a. The expired protocol (IRB application) will appear in red type on the Investigator's Home Page. The protocol can no longer be accessed by the investigator at this point. Contact either the GPS or Seaver IRB Office for further assistance.

23. How do I close out a protocol?

- a. On the Investigator Home Page, go to the Active Protocols and select the right protocol (IRB application) that you want to close. Click more actions and close the protocol or create a final report in the system.