**GROWING KNOWLEDGE: IRB NOTES**

**New MU eCompliance IRB Quick Reference Tool**
Login to eCompliance: [https://ecompliance.missouri.edu/login](https://ecompliance.missouri.edu/login)
Select Institutional Review Board at the Select a Compliance Module page (aka Dashboard).
You will be presented with three columns:

- **Prerequisites**
- **Submission to IRB**
- **View Approved/Archived Projects**

**Prerequisites:** This column includes links to areas that require action before submitting the IRB application.
- **Take IRB Training:** Every investigator is required to complete IRB training before submitting to the IRB. This link provides instructions to complete the required training and can take you to the CITI website to complete training.
- **Advisor Approval:** All students listed as PIs on applications must have an advisor listed. Prior to submission to the IRB, the advisor must complete this step after reviewing the application and recommending it be reviewed by the IRB. Advisors will receive an automatic e-mail that an application is awaiting advisor approval when the study has completed their portion of the submission process. The studies will be listed when this link is accessed. After completed by the advisor, the application will automatically submit.
- **PI Assurance:** This is required to be completed by the PI listed on an application prior to submission to the IRB. PIs will receive an automatic e-mail that an application is awaiting PI assurance when the study staff completing the application has completed their portion of the submission process. The studies will be listed when this link is accessed. After completed by the PI, the application will automatically submit to the IRB. This process used to be handled prior to the approval letter being sent. This has been moved to the beginning of the process in an effort not to hold up the approval process.

- **My Personal Information:** This link provides you with access to your personal account. If you are a university employee, the majority of your information comes from HR. If the information is incorrect, please contact HR. You can also access files that have been uploaded to your personal account, such as your CV that you may have uploaded or training certificates if you are not a university employee. The files and comments associated with this link are not specific to a project, rather specific to you.

- **Upload CV/CITI Training Certificate:** If you are prompted to upload a CV during an application review or upload a CITI training certificate, you will do that here. Please note, most investigators will be asked to upload their CV, so this can be uploaded at any time without being prompted.

**Submission to IRB:** This provides you access to all IRB forms, project documents, and to check your project review status. When all prerequisites have been met, this column serves as step 2 of the IRB submission process.
- **IRB Forms:** When you click on this link, you will be provided with a list of forms for IRB submission; sorted by Applications, Quality Improvement, Continuing Review, Amendments, Required Reporting Forms, and Administrative Forms. Each form includes a brief description of its purpose. If you have questions on which form to complete, please contact the IRB office. Please note, any form that starts with HS are Health Sciences IRB forms only. For more information on what form to complete, see page 3.
- **Open Saved IRB Project:** If you are currently working on a form, whether it be an application, amendment, etc., you can find it here as long as it has not yet been submitted or it has been returned to you by IRB staff for revision.
- **Document Storage:** If you are currently working on a submission, you can find a direct link to the documents here. If you receive a request to upload a document(s) and not edit the actual IRB form itself, you can add the document(s) here.
- **Check Project Status:** If you have submitting a form to the IRB office and it has not yet been approved, you can monitor the status of your submission here. Questions regarding the status should be directed to the IRB Office.

**View Approved/Archived Projects:** In this column, you will find all projects that have received IRB approval, whether it is currently active or closed with the IRB.
- **View All My IRB Projects:** This link will take you to all approved studies, whether it be currently approved or closed. You can access the forms, comments, and documents.
- **View All My Uploaded Documents:** This link will take you the same page as above (View All My IRB Projects), but it goes directly to the attached files link where you have uploaded documents to the study.

**These instructions may also be accessed on the dashboard of the MU-IRB website.**

Please contact the MUIRB Office for assistance with forms and other eCompliance IRB site questions.

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**The MU IRB switched over to a new electronic application system called eCompliance on January 5, 2015.**
Be sure to save this link on your browser shortcuts: [https://ecompliance.missouri.edu/login](https://ecompliance.missouri.edu/login)

**eCompliance seminars are now available. Please contact Christine Hueske at hueskec@missouri.edu to reserve your seat.**

**Health Sciences IRB:**
- HS Library Room 117:
  - January 21, 2015 9:30am-11:30am
  - February 3, 2015 9:30am-11:30am
  - February 17, 2015 9:30am-11:30am

**Campus IRB**
- January 13, 2015 9am-11am S206 Memorial Union
- January 22, 2015 12pm-3:30pm S110 Memorial Union

Please contact MU IRB at 882-3181 if you experience any issues while using the eCompliance IRB system.