

The Institutional Review Board

November 2023

The holidays are fast approaching and with that, the start of a new year is on the horizon. We look forward to seeing all the innovative projects that will be coming our way in 2024. The hard work and dedication to the protection of human subjects in research at MUSC is both admirable and impressive. You and your study teams are at the core of what makes change possible for South Carolina communities and beyond. We wish you and yours the happiest of holidays and all the best for the New Year!

IRB Updates

Important Notice About eIRB Migration

At the end of October 2023, the HSSC eIRB system was migrated and re-branded as the SC Research eIRB. This re-branding was conducted site-wide on items such as your login screen, your "My Home" page, logos, banners, and any URLs associated with the site. For example, the URL for the site was changed from "eirb.healthsciencessc.org" to "eirb.scresearch.org". The system's development team enabled URL re-routes along with this transition to forward users accessing bookmarked/cached links to the site. Be sure to update your browser "eIRB bookmarks" to eirb.scresearch.org.

IRB Feedback Survey

The IRB wants to hear from you and see how we can help! Please fill out our survey below:

IRB Survey

2024 IRB Meeting Dates and Deadlines

The IRB website has been updated with the 2024 Meeting Dates and Deadlines for Full Board IRB submissions. As a reminder, initial study submissions must be received by the IRB via eIRB by the posted deadlines.

Tip: An easy way to know if the IRB has received the study - check the State of the study to make sure it is in "IRB Staff Review."

Meeting Dates & Deadlines

Reliance on an External IRB - Local Context Language

When MUSC relies on an external IRB, local context information must be provided to the reviewing IRB and local context language may need to be inserted in the informed consent document. The local context language for the consent document has been posted on the MUSC IRB's website, the "Process for Reliance on an External IRB" page, and is under "Section 2a. Submit an External eIRB Application". This document is useful when drafting the consent form when MUSC will rely on an external IRB.

Process for Reliance on an External IRB

Updated eIRB Watermark Guidance

The eIRB Watermark guidance document has been updated on the IRB Forms website under the Section "eIRB Watermark". This document provides useful information such as what items to submit to the IRB, what items need the eIRB watermark, and instructions on how to place the eIRB watermark.

IRB Forms

New Technology and the IRB

If you are planning on submitting a new study application or amendment for research that uses new technology that will process subject data (such as a cloud platform, mobile app, on-premise software, wearables, etc.), be sure to submit the new technology for an assessment by the Information Security Office. This assessment can be done through their portal, Service-Now. New technology does not include common research technology currently used at MUSC (i.e., REDCap) or cloud-based/sponsor-hosted technology/platforms which do not require installation of software on MUSC devices.

Service-Now



Did you know that there is a mechanism for deleting approved study personnel without submitting an amendment to the IRB?

The eIRB system is equipped to allow the PIs and main study coordinators to remove Co-Investigators and/or Other Study Team Members from exempt, expedited, and full board studies with the "Delete Approved Study Personnel" icon. This icon, located under "My Activities" on the main study page, will only show for PIs and those listed as main study coordinators.

Note: The icon will not be available if there is an open and active amendment. The icon will reappear once an open amendment has been approved or withdrawn.

PI Responsibility: Close or Transfer Open/Active Studies to Another PI Before Leaving the Institution

Prior to leaving MUSC, it is the PI's responsibility to either close all of their active studies with the IRB or transfer the responsibilities of the studies to another qualified MUSC PI.

To close a study the PI must submit a Continuing Review or Status Update with "Permanently Closed – All study activities are completed" selected on the "Study Status SmartForm"; this will notify the IRB that the study is being closed.

To transfer the study to another PI, the departing (or original) PI must submit a personnel amendment to change the PI of the study.

Note: Exempt studies do not require close-out via continuing review, but if there is a change in PI an amendment must be submitted.

It is important to note that a study should not be left to expire. Please refer to the HRPP policy and Off-Boarding Checklist below when leaving the institution.

HRPP 5.1: Principal Investigator Responsibilities – Supervision of Staff and Protection of Subjects Research Faculty Off-Boarding Checklist

Tip of the Issue: Ancillary Approvals

When a PI submits an eIRB application, depending on the study procedures and the selections made in the eIRB application, the study may route to other committees for ancillary review and approvals that are required in addition to IRB approval. For example, if the subjects are participating in a vaccine trial, and the appropriate selection of "vaccines" is made in the eIRB Application Checklist Smartform, the study will route to the Institutional Biosafety Committee (IBC) for its ancillary review. If these appropriate selections are not made in the Application Checklist Smartform upon initial submission, then it could cause a delay in the review process of the study.

For this reason, it is important to select all applicable study components on the Application Checklist smartform and keep track of the "Pre-Review Status" tab on the main page of the submitted study. This tab allows you to see what ancillary approvals are required for the study application.

HRPP 1.7: Mentor, Department and Ancillary Reviews

About the Staff

Ashley May

Ashley May is back! She is now the IRB Coordinator for Board II. Ashley has worked in the Office of Research Integrity since 2018, originally as the IRB Coordinator for Board I. She grew up in the Lowcountry and is a College of Charleston alumnus. Ashley recently relocated to Hawaii with her husband, who serves in the United States Air Force. In her free time, she enjoys spending time exploring the island, checking out local hotspots and lounging on the beach with a good book. We are excited to welcome Ashley back to the IRB!

Contact Us

Have feedback or suggestions you would like to share?
Email us at: irb-news@musc.edu

IRB Homepage

IRB Contacts











