

The Institutional Review Board

August 2023

eIRB Upgrade Go-Live Information

An update to the eIRB application will be applied Saturday, 8/26/2023. This update will bring new functionality, enhancements, and usability features to improve the system's function - education materials available here (video) and here (document). Users will not be able to log into the system on Saturday, 8/26/2023 as the system is brought down for maintenance. The upgrade is expected to require no less than 12-hours of downtime but may be extended into Sunday, 8/27/2023, if required. User should know:

What is changing?

- Smartform navigation: Page navigation menu now available on left side of screen (moved from Jump To). Save, Exit, and Continue have been removed from the header/footer of each page and are now anchored to the bottom right of the screen.
- Reviewer comments overhaul: Reviewers can now leave comments applicable to an entire Smartform page or to a single field. Comments are represented on the Smartform page and Navigation menu with a "chat" icon indicating status (see <u>documentation</u> for detailed information)
- Compare feature: Available in navigation menu when editing or viewing Smartforms
 on a project. Allows users to view differences between project versions (submissions,
 approval, amendments, etc.) and indicates changes, author, and date.
- Validate: Available in navigation menu when editing Smartforms on a project.
 Validation checks Smartform pages for missing required information and indicates required reviewer comment responses.
- Usability features: "Welcome Back" to Smartform pages when a user returns to
 editing/viewing a project they previously accessed. A warning will now display when
 multiple users with edit rights are on a single Smartform page (aimed to prevent users
 from overwriting each other's edits).
- Slide-Ins Replacing Pop-ups: Pop-ups have been replaced with on-page slide-in menus this applies to fields which involved searching data tables (e.g. study team member selection and funding source).

What isn't changing?

- System/Smartform content
- · Review processes, timelines, and states

- · System notifications
- System navigation (outside of Smartform space)

Downtime?

- System WILL be unavailable all-day Saturday, 8/26/2023
- System MAY be unavailable for part or all of Sunday, 8/27/2023
- The updated application will be available to users on Monday, 8/28/2023

Documentation and education materials?

- Keep an eye on the elRB front page for further updates
- System update details: Video and Document
- Study team user training and education
 - Documentation has been updated to reflect changes made by the update,
 those are currently available in a sub-folder and will replace outdated materials
 after Go-Live

Please account for this downtime as access, editing, and submissions will be unavailable for this downtime. <u>Contact</u> your local IRB administrator with questions.

Contact Us

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

IRB Homepage

IRB Contacts











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