

Paper to eIRB Conversion Process Summary

Step 1: Identify candidates for conversion

1. It is best to select studies that have high submission volume, i.e., studies for which you *regularly submitted revisions and reportable events*. Usually these are studies that were originally submitted for “Full Board Review”.
2. OPRS can assist in selecting studies for conversion with reports from our legacy system.
3. At this time, we are **not** converting the following studies:
 - Exempt
 - Emergency Use
 - HUD
 - Not Under IRB Purview
 - Studies likely to be terminated within 6 months.
 - Studies where VA is a study site.
4. Also, make sure of the following:
 - a. The study is not expiring within six (6) weeks.
 - b. There are no unresolved pending/deferred issues with the study. Any IRB requests for prior submissions (Continuing Review, Adverse Events, Revisions, Promptly Reportable Events) must be finalized.
 - c. You do not anticipate submitting revisions or reportable events in the next two weeks.
 - d. The PI is aware that the studies are being converted—and is registered in eIRB.

Step 2: Provide a list of studies to be converted to OPRS

1. E-mail a list of the studies you want to convert to OPRS.
Administrative Contact for the Conversions
Nick Getzendanner
n-getzendanner@northwestern.edu
(312) 503-7943
2. For each study you want to convert, indicate who should be designated as the study coordinator and who should be included on the study access list.
3. OPRS (Nick) will validate the study list and confirm the conversion details with the study coordinator.

Step 3: OPRS closes the studies in the paper system and creates a “starter” record in eIRB

IMPORTANT: IF YOU NEED TO SUBMIT A REVISION OR REPORTABLE EVENT PRIOR TO THE CONVERSION BEING COMPLETED, CONTACT DEBRA GIBSON TICE AT 312-503-4661 / d-gibson2@northwestern.edu.

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Step 4: OPRS hands off the starter record; study staff complete application.

1. Once the starter record is completed, OPRS will inform the PI/study coordinator.
2. The PI/study coordinator completes the application.
3. **NOTE REGARDING CONSENT FORMS**

Studies Closed to Accrual

If a study is closed to accrual, OPRS will use a scanned copy of the last approved consent form for the conversion submission.

Studies Open to Enrollment

If the study is open to enrollment, please load the text of the **currently approved consent form** into an eIRB footer document, and attach this document in the consent form section of the conversion submission. The eIRB footer document is a blank document containing only the eIRB footer, into which the system merges approval information.

You can find the footer document on the OPRS web site, Templates page, Informed Consents section.

4. The PI submits the study.

Step 5: The Department and Site Reviewer review and approve the conversion submission.

The Department and Site Reviewer review and either request changes or approve the conversion submission. (If the conversion submission is not reviewed within two (2) business days, OPRS will manually advance the submission to the next step.)

Step 6: OPRS reviews the conversion submission

Upon approval of the conversion submission, the study is converted into eIRB, and all future submissions are made electronically.