

eIRB Frequently Asked Questions

Revised 02-19-2009

1. [What is the eIRB web site address?](#)
2. [What is my eIRB user name/password?](#)
3. [How do I register for eIRB?](#)
4. [Can I access eIRB from off-campus?](#)
5. [How can I find out what my NETID is?](#)
6. [How do I get a NETID?](#)
7. [How can I get my NETID password reset?](#)
8. [How can I check \[what I think is\] my NETID password?](#)
9. [I am trying to login and receive the message "Invalid Login". What's wrong?](#)
10. [I am trying to add persons to my study, but I do not see their names in the drop-down list. Why?](#)
11. [Why is my submission stuck in "Pre-Submission"?](#)
12. [Why is my submission stuck in "Dept Site Anc Review"?](#)
13. [What reviewers must sign-off on my submission before it reaches OPRS?](#)
14. [How can I determine which reviewers have signed off and which have not?](#)
15. [How can I find out who are the designated reviewers for my department?](#)
16. [Can a student be a PI \(Principal Investigator\)?](#)
17. [If I originally submitted a project on paper, should I submit revisions and period/ continuing reviews in eIRB or on the paper forms?](#)
18. [Can I convert "paper" studies to eIRB?](#)
19. [If I have questions about an OPRS change request or IRB letter, whom should I contact?](#)
20. [How do I close/terminate a study in eIRB?](#)

eIRB Frequently Asked Questions

Revised 02-19-2009

What is the eIRB web site address?

eIRB has two web sites:

On-campus: <http://www.eirb.northwestern.edu>

Off-campus: <http://www.vpn.northwestern.edu>

[Click here for additional information about remote/off-campus access.](#)

What is my eIRB user name/password?

eIRB uses your NETID/password.

Can I access eIRB from off-campus?

Yes, but you need to use the off-campus web site: <http://www.vpn.northwestern.edu>

[Click here for additional information about remote/off-campus access.](#)

How can I find out what my NETID is?

The easiest way is to look yourself up in the NU on-line directory using the “Find People” tool on the [NU homepage](#). Then, select the “[more]” link to the right of your name to find out what your NETID is (among other things). Note: This works only on-campus. If you access the directory from off-campus, you will see only an abbreviated record.

How can I get my NETID password reset?

Contact the NUIT Support Center at 847-491-HELP (4357).

I am trying to login and receive the message “Invalid Login”. What’s wrong?

Most likely, there is a problem with your password. Contact the NUIT Support Center at 847-491-HELP (4357) for assistance with your password. If you have ruled out a problem with your password, contact OPRS at 312-503-9338 or eirbsystem@northwestern.edu.

I am trying to add persons to my study, but I do not see their names in the drop-down list. Why?

Only persons who have registered in eIRB will appear in the system menus. Ask the “missing persons” to [register in eIRB](#).

eIRB Frequently Asked Questions

Revised 02-19-2009

Why is my submission stuck in “Pre-Submission”?

The PI needs to select the “Submit Study” activity, then the submission will go to the step in the process.

Current State
Pre Submission

Study: C1214 BMS PSA Abatacept STU00003340

Description: See consent form.

Principal Investigator: Eric Ruderman **Study Coordinator:**

Study Type: Bio-medical **Review Type:** Full IRB Review

Expiration Date:

History Documents Reviewer Notes Pre Review Status Change Log

This area shows instructions and questions and important notifications regarding this Study.

Activity	Author	Activity Date
Created Study	Hilary Mandell	3/12/2008 1:36 PM CDT

If the study remains in “Pre-submission” after the PI has selected the “Submit Study” activity, phone OPRS at 312-503-9338 or e-mail eirbsystem@northwestern.edu.

Why is my submission stuck in “Dept Site Anc Review”?

Your submission will stay in department/site review until all of the required reviewers have approved it. To find out which reviewers have approved and have not yet approved your submission, select the “Pre Review Status” tab.

What reviewers must sign-off on my submission before it reach OPRS?

The following department, site, and ancillary reviewers must approve new studies before they enter OPRS for review:

1. The PI’s department approver
2. The school or higher department approver, if specified in the system. (For example, many medical departments have specified that the Department of Medicine reviewer must approve projects as well.)
3. Site approval from NMH, RIC, VA, the Robert H. Lurie Comprehensive Cancer Center, GCRC if these are selected as study sites in your application.
4. Radiation Safety Officer review if you have indicated in the “Biomedical Research Subject Involvement” section that the study involves research-related radiation procedures.

You can check to see who your department reviewers are by consulting the list of current department reviewers on the [eIRB page of the OPRS web site](#).

How can I determine which reviewers have signed off and which have not?

Select the “Pre-review status” tab in the submission workspace, which will list the reviewers that have signed off and those that have not. You can check to see who your department reviewers are by consulting the list of current department reviewers on the [eIRB page of the OPRS web site](#). If you find that the reviewers designated in the system are not correct, contact OPRS at 312-503-9338 or eirbsystem@northwestern.edu.

eIRB Frequently Asked Questions

Revised 02-19-2009

How can I find out who are the designated reviewers for my department?

You can check to see who your department reviewers are by consulting the list of current department reviewers on the [eIRB page of the OPRS web site](#). If you find that the reviewers designated in the system are not correct, contact OPRS at 312-503-9338 or airbsystem@northwestern.edu.

Can a student be a PI (Principal Investigator)?

No. A student should designate a faculty advisor as the PI. With very few exceptions, only an NU faculty member can be a PI. See the Office for Research's [PI eligibility guidelines](#) for more information.

If I originally submitted a study on paper, should I continue to use the paper forms?

Yes, until you have converted your study to eIRB. For studies that were submitted using the paper forms and have not yet been converted, use the paper forms to submit revisions, continuing reviews, reportable events, and termination requests.

If you are interested in converting your studies from “paper” to eIRB, please e-mail airbsystem@northwestern.edu. See the [eIRB information page](#) for more information about the process.

If you are not sure whether a study has been converted to eIRB, e-mail the name of the PI, the study title, and the IRB project number to airbsystem@northwestern.edu.

Can I convert “paper” studies to eIRB?

Yes. If you are interested in converting your studies from “paper” to eIRB, please e-mail airbsystem@northwestern.edu. See the [eIRB information page](#) for more information about the process.

If I have questions about an OPRS change request or IRB letter, whom should I contact?

Contact the individual identified as the OPRS “Owner”. This is the OPRS staff member who is working on your submission.

How do I close/terminate a study in eIRB?

Use the Periodic/Continuing Review form to close/terminate a study. Select the “New Period Review” activity, indicate that the project is “closed/terminated” in the Project Status, complete the rest of the form, and submit.