

eHIRB User Guide:

How to Submit a New Application

Last Update	February 7, 2014
Intended Audience	Principal Investigator/Researcher
Purpose	To provide the user with step-by-step instructions on how to complete/submit a new protocol application.

Please first refer to the [eHIRB Getting Starting Guide](#) before continuing.

Follow the steps below to submit a new application:

- STEP 1.** Close all open web browsers.
- STEP 2.** Open a new browser and go to: <http://ehirb.jhu.edu/ehirb>
- STEP 3.** Login using your JHEDID and password.
- STEP 4.** Select the “**Create New Application**” button on the left. (Figure 1)
 - The New Application SmartForm will automatically open.

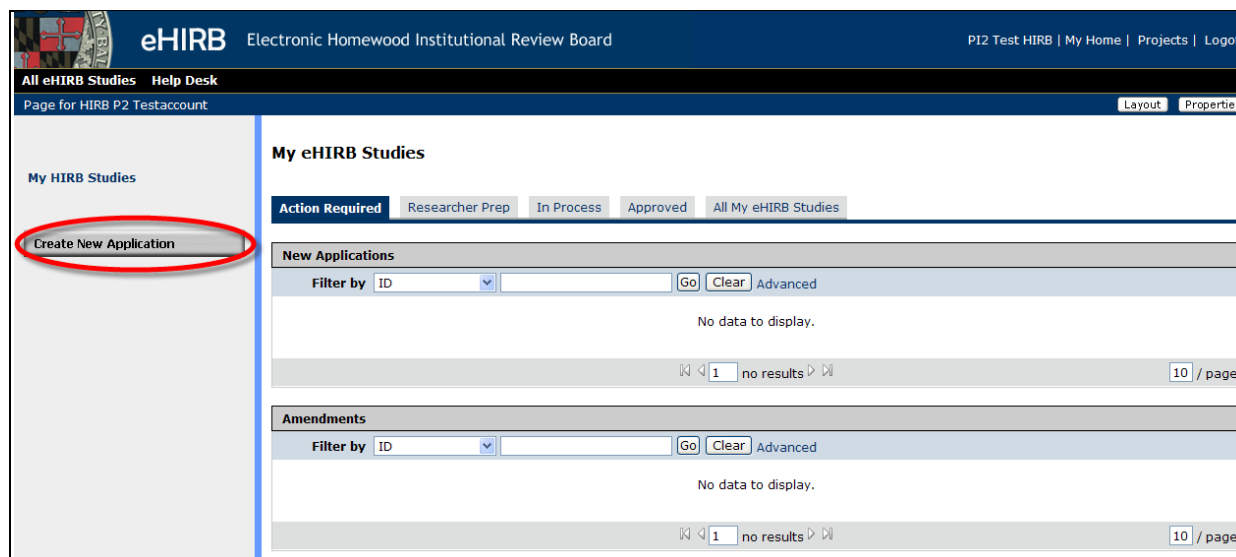

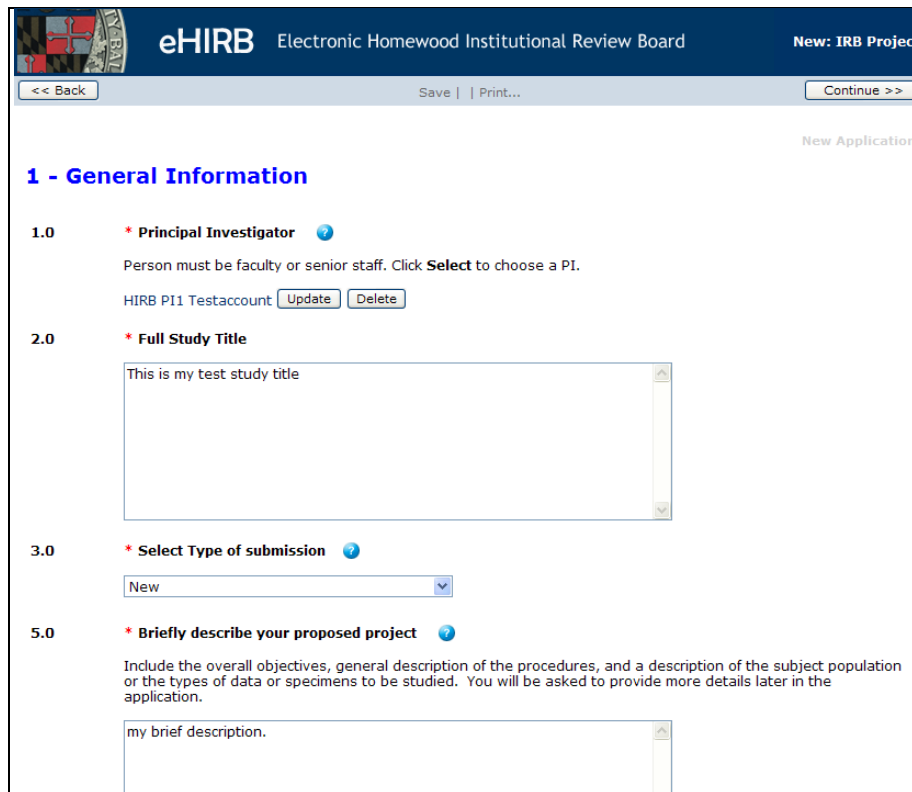


Figure 1

- STEP 5.** Complete Section 1 – General Information (Figure 2)
 - Section 1 must be filled out completely in order for the application to be saved and generated in the system.
 - Use the scroll bars on the right to view the entire page.

- Required fields are indicated with a red asterisk (*).
- Blue circles  after a question can be clicked on for additional information about the requested field.
- **Note:** If you need to add a user to the eHIRB application but their name is not appearing in the system, contact that user and have them log into <https://ehirb.jhu.edu> for the first time using their JHED ID and password. An eHIRB account will be automatically created for them. Once they have an account, you can go back into the system and add them to the application.



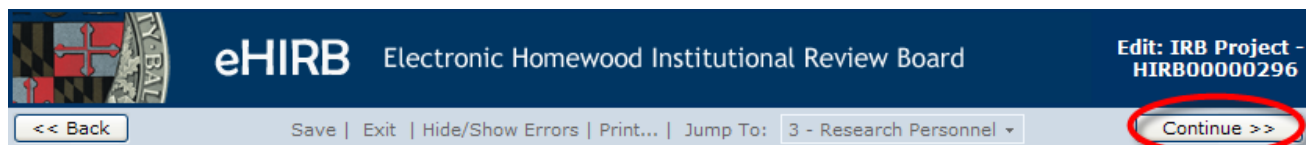
The screenshot shows the 'New Application' form in the eHIRB system. The header includes the eHIRB logo and 'Electronic Homewood Institutional Review Board'. The form is titled '1 - General Information' and contains the following sections:

- 1.0 * Principal Investigator**: A dropdown menu with a blue question mark icon. Below it, text reads 'Person must be faculty or senior staff. Click **Select** to choose a PI.' There are 'Update' and 'Delete' buttons next to the 'HIRB PI1 Testaccount' field.
- 2.0 * Full Study Title**: A text area containing the text 'This is my test study title'.
- 3.0 * Select Type of submission**: A dropdown menu with 'New' selected.
- 5.0 * Briefly describe your proposed project**: A text area containing the text 'my brief description.' Below it, instructions read: 'Include the overall objectives, general description of the procedures, and a description of the subject population or the types of data or specimens to be studied. You will be asked to provide more details later in the application.'

Figure 2

STEP 6. Select the “Continue” button to save the application and proceed to the next section.

- The system will save the application and generate a HIRB ID number which will appear in the right corner of the form. (Figure 3)



The screenshot shows the eHIRB navigation bar. The header includes the eHIRB logo and 'Electronic Homewood Institutional Review Board'. The right side of the header displays 'Edit: IRB Project - HIRB00000296'. The navigation bar contains buttons for '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: 3 - Research Personnel'. The 'Continue >>' button is circled in red.

Figure 3

STEP 7. Navigate through and complete the remaining application sections using the blue navigation bar (Figure 3, above).

- The navigation bar can be found at the bottom and top of the form.
- You can select “**Continue**” to proceed through each page of the application SmartForm.
- When “**Continue**” is selected the system automatically saves the form.
- You can select “**Save**” at any time and “**Exit**” the form. If needed, you can come back later and finish the form.
- Select “**Exit**” to close the SmartForm. The system will confirm that the form will be saved.
- You can skip to a specific section of the form by choosing a page name from the “**Jump To**” drop-down menu located on the blue navigation bar.
- **WARNING:** If the “**Back**” button is selected the system will not automatically save the information entered on that page of the form. Be sure to select “**Save**” before the “**Back**” button is selected.

STEP 8. The system will not allow the application to be submitted to the IRB until all required items are completed on the application SmartForm.

- To assess completeness of the form, you can **Turn on** the **Hide/Show Errors** feature, from the blue navigation bar, to provide a list of validation errors that the system finds along the way. (Figure 4)
- As required questions are answered in each section, the error/warning messages will disappear from the list.
- The hide/show errors feature is optional and can be turned on/off at anytime from the blue navigation bar.

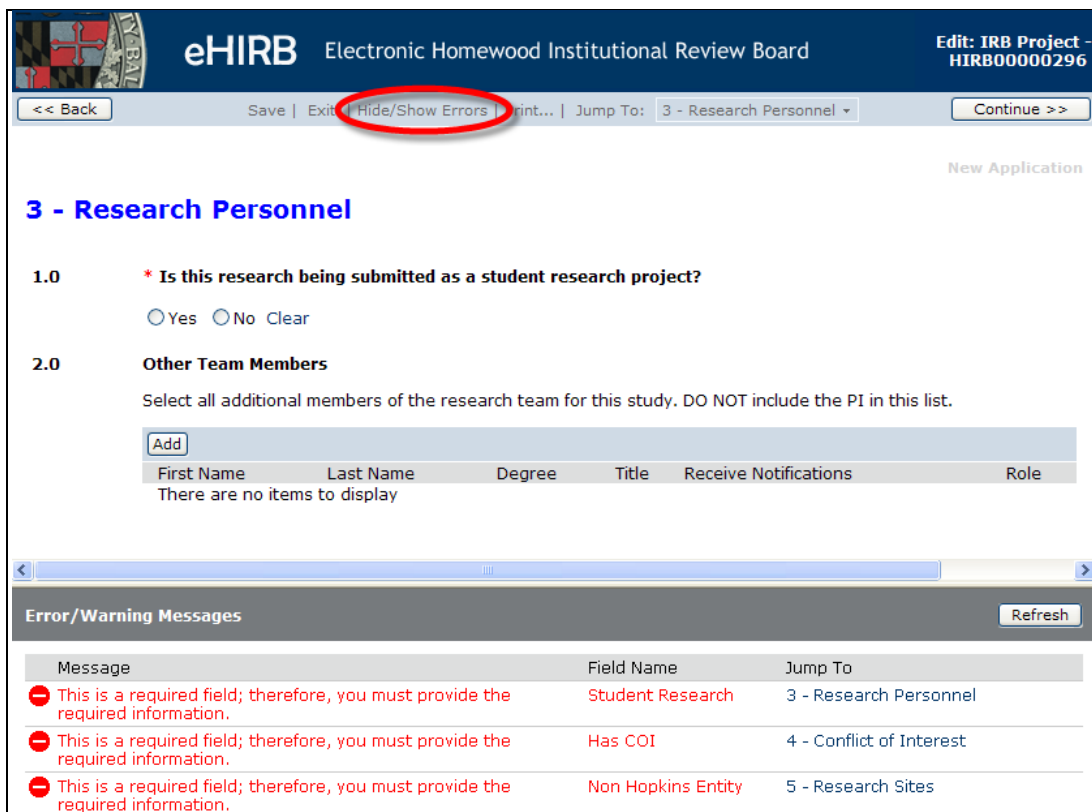



Figure 4

STEP 9. Once you have completed the form, Select the “Finish” button on the last section of the SmartForm entitled “Finalize Application” (Figure 5). The SmartForm will close and you will be taken to the application workspace where you will be able to finally “Submit” the application to the IRB.

➤ The application is NOT sent to the IRB until the “Submit” activity on the workspace is run.

➤ **NOTE: THE PI MUST SUBMIT THE APPLICATION.**



The screenshot shows the 'Finalize Application' page in the eHIRB system. The page header includes the eHIRB logo and the text 'Electronic Homewood Institutional Review Board'. The top right corner shows 'Edit: IRB Project - HIRB00000297'. The page has a navigation bar with '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: Finalize Application'. A 'Finish' button is circled in red in the top right corner. The main content area is titled 'Finalize Application' and includes a section for 'Additional Documents' with instructions on how to upload documents. Below this is a table with columns for 'Name', 'Description', and 'Modified Date', which is currently empty. At the bottom of the page, there are instructions on how to complete the application, including a note that only the PI can submit the application. A 'Finish' button is also circled in red at the bottom right of the page.

Figure 5

STEP 10. Once you select “Finish”, you will be taken back to the application workspace. From the application workspace, select the “Submit” activity, located on the left side of the workspace (Figure 6).

➤ If you need to make other changes before the application is submitted, you can select the “View/Edit Form” activity to open up the form and resume completing it.

➤ **WARNING:** Once the application is submitted, the PI cannot edit the form, unless the IRB sends it back with questions.

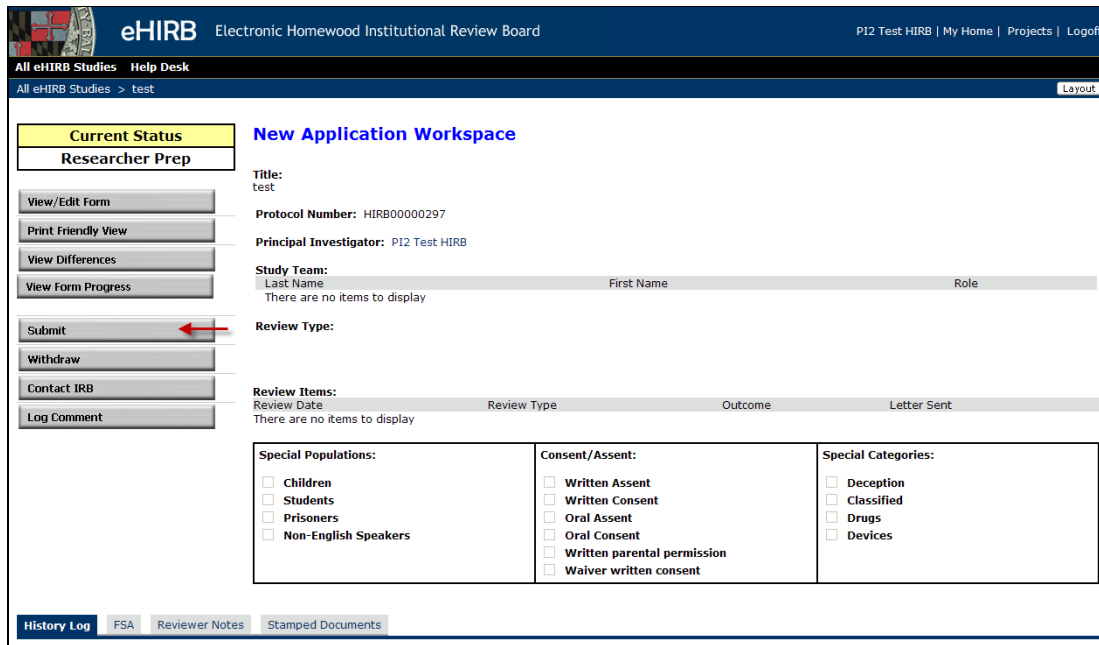


Figure 6

STEP 11. If the system finds Error/Warning messages they will be displayed. (Figure 7)

STEP 12. Select the errors in the list and the system will take you directly to the page where the answer can be corrected, repeat this until all error messages have disappeared from the list.

- All error/warning message errors must be resolved for the system to allow the application to be submitted.

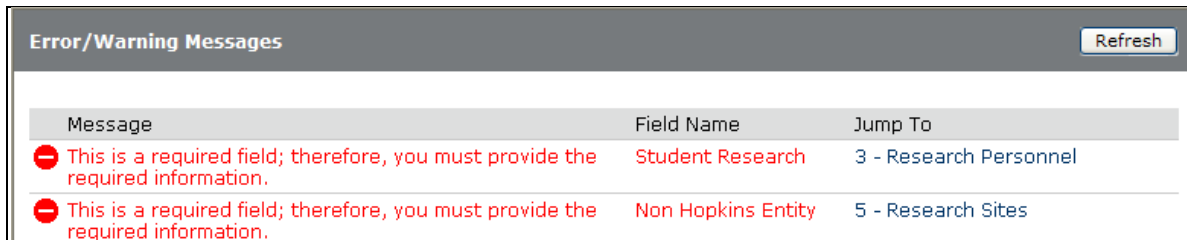


Figure 7

STEP 13. After all error/warning messages are resolved, **select** the “**Submit**” activity again, the PI certification appears.

STEP 14. **Read** the PI Certification text, and then select “**OK**” (Figure 8) to submit the application.

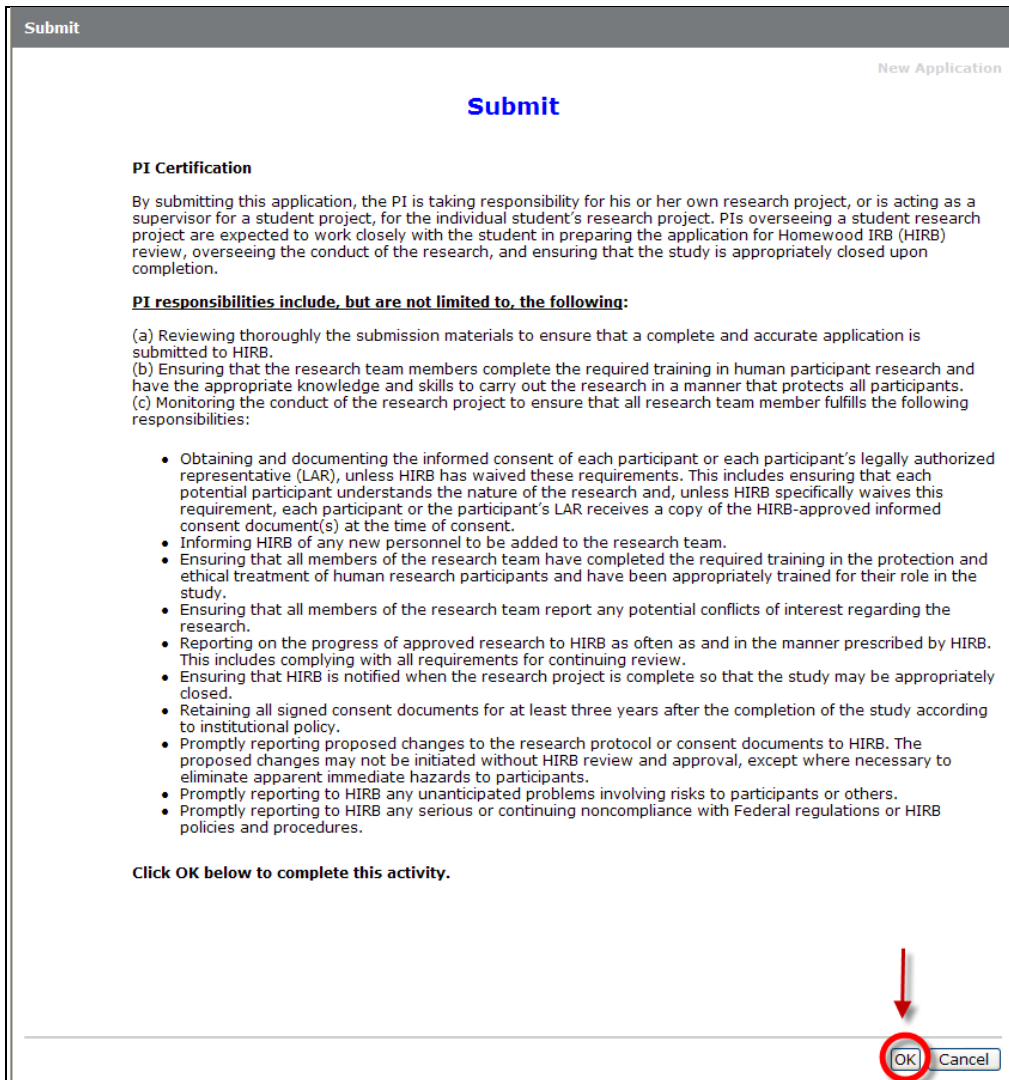


Figure 8

STEP 15. After submission, **select “My Home”** located on the top left corner to return to your Inbox.

- The system will send you an email notification confirming the submission of the new application.
- The IRB office will receive the submission and begin reviewing the application.
- The application can no longer be edited by you unless the IRB office sends it back for clarification and/or changes.

STEP 16. To view the application that was just submitted, **select** the **“In Process”** tab located on the **My HIRB Studies** workspace. (Figure 9)

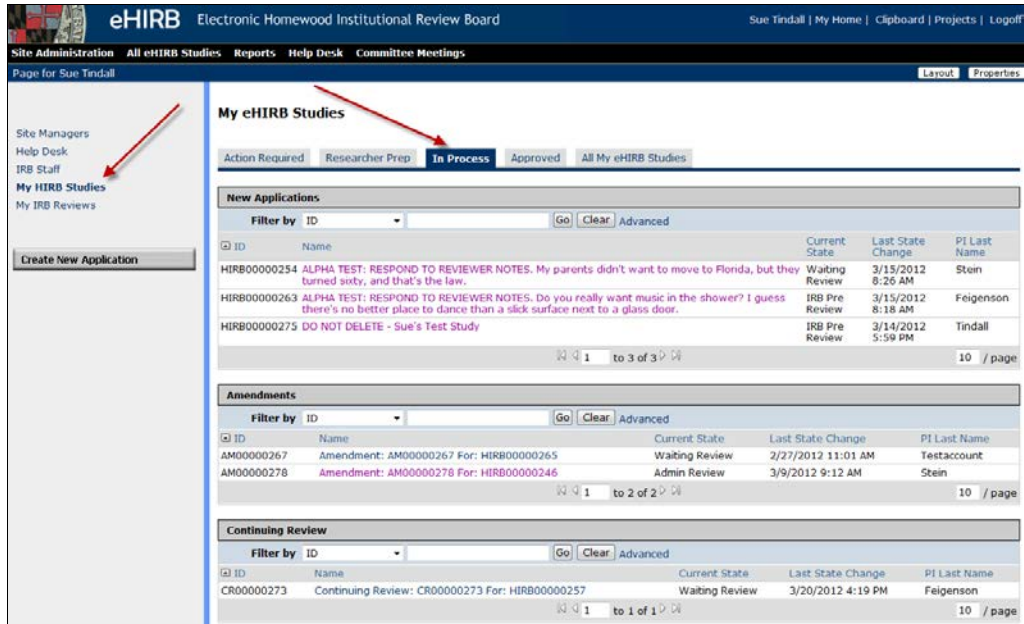


Figure 9

STEP 17. You can find out the status of IRB review by looking at the current state on your homepage. For additional questions about the status of an application, **contact** the IRB by selecting the “**Contact IRB**” activity on the application workspace. This sends the IRB Office an email notification containing your question through the eHIRB system.

STEP 18. To close out of eHIRB, Select “**Logoff**”, located on the top left corner (Figure 10).

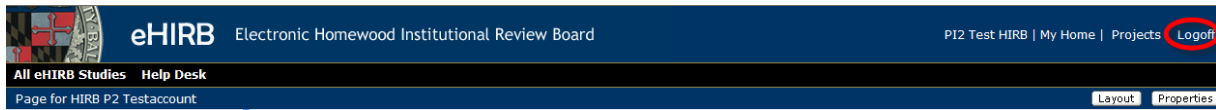


Figure 10