

eHIRB User Guide: *Getting Started*

Last Updated: April 13, 2012

What is eHIRB?

The Electronic Homewood Institutional Review Board (eHIRB) is a paperless, electronic method to submit, track, and review the scientific, regulatory, and compliance information required for the safe conduct of human subjects research at Homewood. The system provides a platform for the IRB and other research compliance committees to share critical information regarding the submission and review of new applications, amendments, continuing reviews, reportable events, and study closures.

Recommended Web Browsers

For the best experience use one of the following recommended browsers:

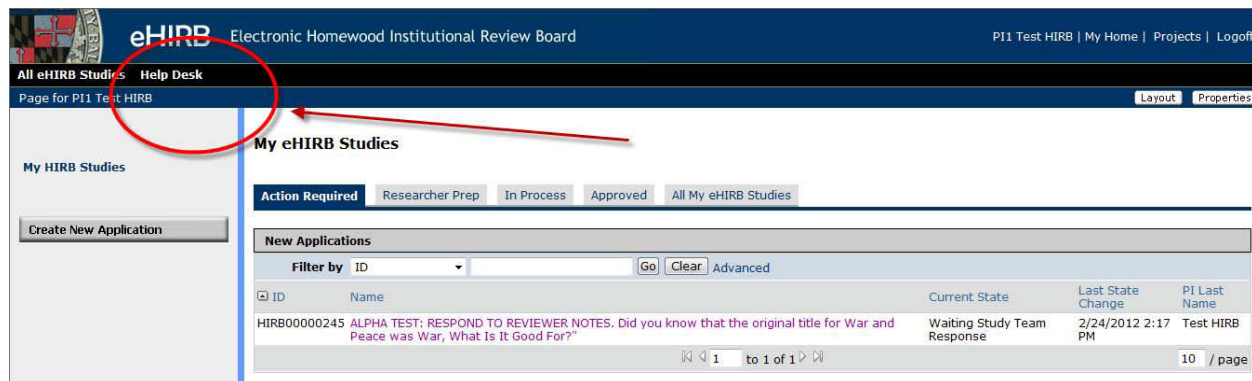
Platform	Browser
Microsoft Windows (all versions)	Internet Explorer 7 or later, Firefox 7 or later, Chrome* 9 or later
Apple Mac OS X 10.4x or later	Safari 4 or later, Firefox 3 or later

System Login

eHIRB is located at: <http://ehirb.jhu.edu>. Users can login using their JHEDID and password. For assistance with JHED accounts contact help@jhu.edu.

Getting Help

The eHIRB **Help Desk** page is available in the system (after login) and contains guides, resources, and FAQs to help you become acquainted with eHIRB. It is recommended that you peruse these documents prior to using the system as well as any time you have a basic question, as it will be updated regularly.



The screenshot shows the eHIRB web application interface. At the top, the logo 'eHIRB' and the text 'Electronic Homewood Institutional Review Board' are visible. On the right side of the header, there are links for 'PI1 Test HIRB | My Home | Projects | Logoff'. Below the header, there is a navigation bar with 'All eHIRB Studies' and 'Help Desk' (the latter is circled in red). The main content area is titled 'My eHIRB Studies' and includes a 'Create New Application' button. Below this, there are tabs for 'Action Required', 'Researcher Prep', 'In Process', 'Approved', and 'All My eHIRB Studies'. A table titled 'New Applications' is displayed, with columns for 'ID', 'Name', 'Current State', 'Last State Change', and 'PI Last Name'. A red arrow points from the 'Help Desk' link in the navigation bar to the 'New Applications' table.

ID	Name	Current State	Last State Change	PI Last Name
HIRB00000245	ALPHA TEST: RESPOND TO REVIEWER NOTES. Did you know that the original title for War and Peace was War, What Is It Good For?	Waiting Study Team Response	2/24/2012 2:17 PM	Test HIRB

Figure 1

If your questions are not answered by the Help Desk resources or you need additional assistance, please contact the **HIRB Office** at hirb@jhu.edu. If you have a question about a particular application, click “Contact IRB” button in the Application Workspace and an email will be sent to the HIRB. The HIRB’s response will be documented in the history log for that application.

The screenshot shows the 'New Application Workspace' for a 'Test Study'. On the left, a 'Current Status' box indicates 'Researcher Prep'. Below this are several buttons: 'View/Edit Form', 'Print Friendly View', 'View Differences', 'View Form Progress', 'Submit', 'Withdraw', 'Contact IRB' (circled in red), and 'Log Comment'. The main workspace contains the following information:

- Title:** Test Study
- Protocol Number:** HIRB0000309
- Principal Investigator:** P11 Test HIRB
- Study Team:** A table with columns for 'Last Name', 'First Name', and 'Role'. It states 'There are no items to display'.
- Review Type:** (Empty field)
- Review Items:** A table with columns for 'Review Date', 'Review Type', 'Outcome', and 'Letter Sent'. It states 'There are no items to display'.
- Special Populations:**
 - Children
 - Students
 - Prisoners
 - Non-English Speakers
- Consent/Assent:**
 - Written Assent
 - Written Consent
 - Oral Assent
 - Oral Consent
 - Written parental permission
 - Waiver written consent
- Special Categories:**
 - Deception
 - Classified
 - Drugs
 - Devices

Figure 2

Reminder to Upload Human Subject Research (HSR) Training Certificate

Please upload your HSR Training Certificate on the **Final page of the Application SmartForm**.

The screenshot shows the 'Finalize Application' page. At the top, it says 'eHIRB Electronic Homewood Institutional Review Board' and 'Edit: IRB Project - HIRB0000305'. Below the navigation bar, there is a 'New Application' section with the heading 'Finalize Application'. Under 'Additional Documents', it states: 'You may upload any documents not requested in the application but which may help with the review process.' It provides instructions on how to use the 'Add', 'Upload Revision', and 'Delete' buttons. Below this is a table with columns for 'Name', 'Description', and 'Modified Date', which is currently empty. A red arrow points to the 'Add' button. At the bottom, there are instructions on how to complete the application, including clicking 'Hide/Show Errors', 'Finish', and 'Submit'. A 'NOTE' states: 'NOTE: ONLY THE PI CAN SUBMIT THE APPLICATION.'

Figure 3

Anatomy of the System

As a researcher/PI, when you log into the eHIRB you will be taken to the “My HIRB Studies” workspace, which contains the studies in which you are listed on the application. This can be considered your “home page”. You can always return to this page by clicking on “My Home” at the top right of the screen (#11 below).

The screenshot below points out key areas of this workspace:

The screenshot displays the eHIRB workspace interface. At the top, the header includes the eHIRB logo and navigation links like "PI1 Test HIRB | My Home | Projects | Logoff". The main content area is titled "My eHIRB Studies" and features several tabs: "Action Required", "Researcher Prep", "In Process", "Approved", and "All My eHIRB Studies". Below these tabs are four data tables: "New Applications", "Amendments", "Continuing Reviews", and "Reportable Events", each with a "Study Closure" section. Each table includes a filter dropdown, a "Go" button, and a "Clear" button. The tables list study details such as ID, Name, Current State, Last State Change, and PI Last Name. A "Create New Application" button is located on the left sidebar. Red callouts 1-11 point to specific elements: 1 (Action Required tab), 2 (Researcher Prep tab), 3 (In Process tab), 4 (Approved tab), 5 (All My eHIRB Studies tab), 6 (Name column), 7 (Current State column), 8 (Filter by dropdown), 9 (Create New Application button), 10 (Page navigation), and 11 (My Home link).

Figure 4

Below is a description of each numbered item indicated on the workspace above:

1. **Action Required:** This tab contains applications requiring your action and should be considered your “Inbox”. The tab is broken into groups of each application type (New Application, Amendments, Continuing Reviews, Reportable Events, and Study Closures). Check this tab frequently to see if any items require your action.
2. **Researcher Prep:** This tab contains applications you are currently working on that have not been submitted to the IRB. (i.e. “draft” applications). The IRB can view these draft applications if you need them to assist you with questions while filling out the form, but otherwise the HIRB office has not yet been made aware of your application since it has not yet been submitted.

3. **In Process:** This tab contains applications that are being reviewed by the IRB. Use this tab to check on the status of an IRB application that is in process, and out of your hands.
4. **Approved:** This tab contains applications have been approved by the IRB.
5. **All My eHIRB Studies:** This tab contains all eHIRB Studies (regardless of Current State) where you are listed on the application, either as PI or research personnel. Use this tab to search for a study if you are unsure of its status.
6. **Name:** The 'Name' is the title of the study. If you click on the name, you will be taken to the application workspace of that study, where you can perform various activities.
7. **Current State:** The 'Current State' indicates where the application is in the review/workflow process. The workflow process and its states are defined in detail in the 'eHIRB Simplified Workflow Diagram' document located on the eHIRB Help Desk page.
8. **Filter bar:** This feature allows you to filter the contents of a section by the headings it contains, such as keywords in the 'Name', HIRB Study ID #, Current State, etc. The percent sign (%) is used as a "wildcard" to search for a part of a word or phrase. **Ex. To search for items in the Waiting study Team Response State, you could search by "%Wait".**
9. **Create New application:** This activity button allows you to create a New Application.
10. **Help Desk:** This area of the system contains guides, resources, and FAQs to help you become acquainted with the system.
11. **My Home:** 'MyHome' is located at the top-right corner of any screen in the system. You may use My Home at anytime to be returned to your workspace, or "home page".