How to Edit Your ePIRATE Profile

ePIRATE Training

This tutorial shows you how to update your ePIRATE profile.

You will only be able to update your profile if you have completed the ePIRATE registration process and can login to the ePIRATE system. Tutorials on these processes can be found on our "How Do I?" website.

Some of the fields in the smart form may be pre-populated; make sure the information is correct; some fields throughout the smart form marked with a red asterisk (*), these are required fields.

East Carolina University

Hell

» | Dashboard | Home | IRB Studies | Committees | Meetings | Contac

Components | Properties | Pe

Click on Dashboard

- ePIRATE Training
- Institutional Review Board
- Common Rule Changes - Effective 01.21.19
- General Information
- Related Links
- Contact Us
- Application Version Information

Find out more about...

ePIRATE Training

Home

Welcome to ePIRATE, the electronic Portal for Institutional Research at East Carolina University.

This site enables East Carolina University to manage all aspects of Institutional Review Board (IRB) compliance processes.

Click on **Dashboard** in the upper left hand corner of this screen to create a study, create and edit your **Profile**, and perform other actions on existing research studies.

***UPGRADE NOTIFICATION: ePIRATE was upgraded on Wednesday, March 17, 2021.** The biggest change that existing users will notice is with the *look* of the IRB application smartform. The "Jump To" menu has moved to the left side of the screen and several other navigation tools on the application pages have been moved. Please review the following 5 minute tutorial explaining this newest upgrade: ePIRATE Upgrade

***9.11.2020**: Existing research studies that are changing their method of paying

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Hello, UMCIRB UMCIRB

» Dashboard | Home | IRB Studies | Issues

IRB Submissions

My Roles

IRB Submissions
Faculty Advisor/Supervisor Approvers
New Registered User

Create

New Study

Please note:

To complete this application more quickly, make sure you have all consents, flyers, questionnaires, protocols, etc. prepared and available for upload prior to creating your study. Utilize Quick Links below to find templates and other tools.

Quick Links

Consent Form Templates, COI Disclosure Forms, HIPAA Templates and other tools

Page for UMCIRB UMCIRB

Welcome to your Personal Page, the starting point for all interactions with this site. Note the following:

- **Inbox** - Items appearing here may require immediate action by you to speed your submission through the review process. Click on link to process an item.
- **Monitor** the progress of your submissions using the Inbox and IRB tabs.
- Use the **Profile** tab below to create and edit your profile. This is where you will enter the date you completed your IRB training modules which is a requirement for all investigators conducting human subject research.
- **Quick Links** in the lower left corner of [illegible]onsents, IRB Conflict of Interest (COI) Disclosure form and other templates ar[illegible]during the submission process. To complete the submission process more quickly, d[illegible]y are ready for upload as you move through the application.

Click on Profile

Inbox | IRB Studies | Templates | Profile

Displays all items which require action by the study team. Click on links for more information.

Filter by Name | Enter text to search for | + Add Filter | × Clear All

Name	Date Modified	Type	Owner	State	Last State Change
Test Study	3/4/2021 1:44 PM	Study		Pre Submission	7/23/2018 1:21 PM
Neil study	7/6/2020 12:32 PM	Study		Pre Submission	3/19/2014 8:05 PM
2014 Final Report for UMCIRB 13-001979	9/11/2019 6:18 PM	Final Report		Pre Submission	9/11/2019 6:16 PM

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» Dashboard | Home | IRB Studies | Issues

IRB Submissions

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- **Quick Links** in the lower left corner of this screen provide templates for consents, IRB Conflict of Interest (COI) Disclosure form and other templates and forms you may need to upload during the submission process. To complete the submission process more quickly, design and save documents so they are ready for upload as you move through the application.

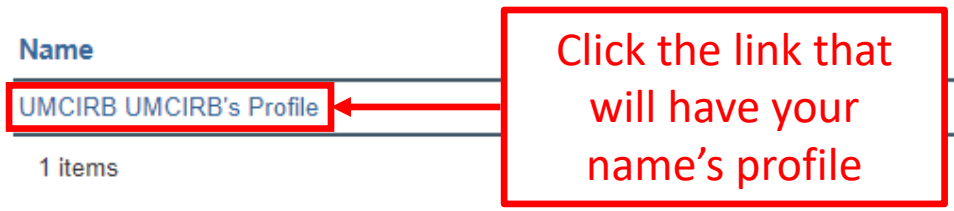
Inbox | IRB Studies | Templates | Profile

A link to your profile is displayed here. Your profile includes the date you completed your IRB CITI modules and other information related to your use of the system.

Name	Status
UMCIRB UMCIRB's Profile	Active

1 items

10 / page



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Dashboard | Home | IRB Studies | Issues

Help

Current State

Active

Edit Researcher Profile

Printer Version

UMCIRB UMCIRB's Profile

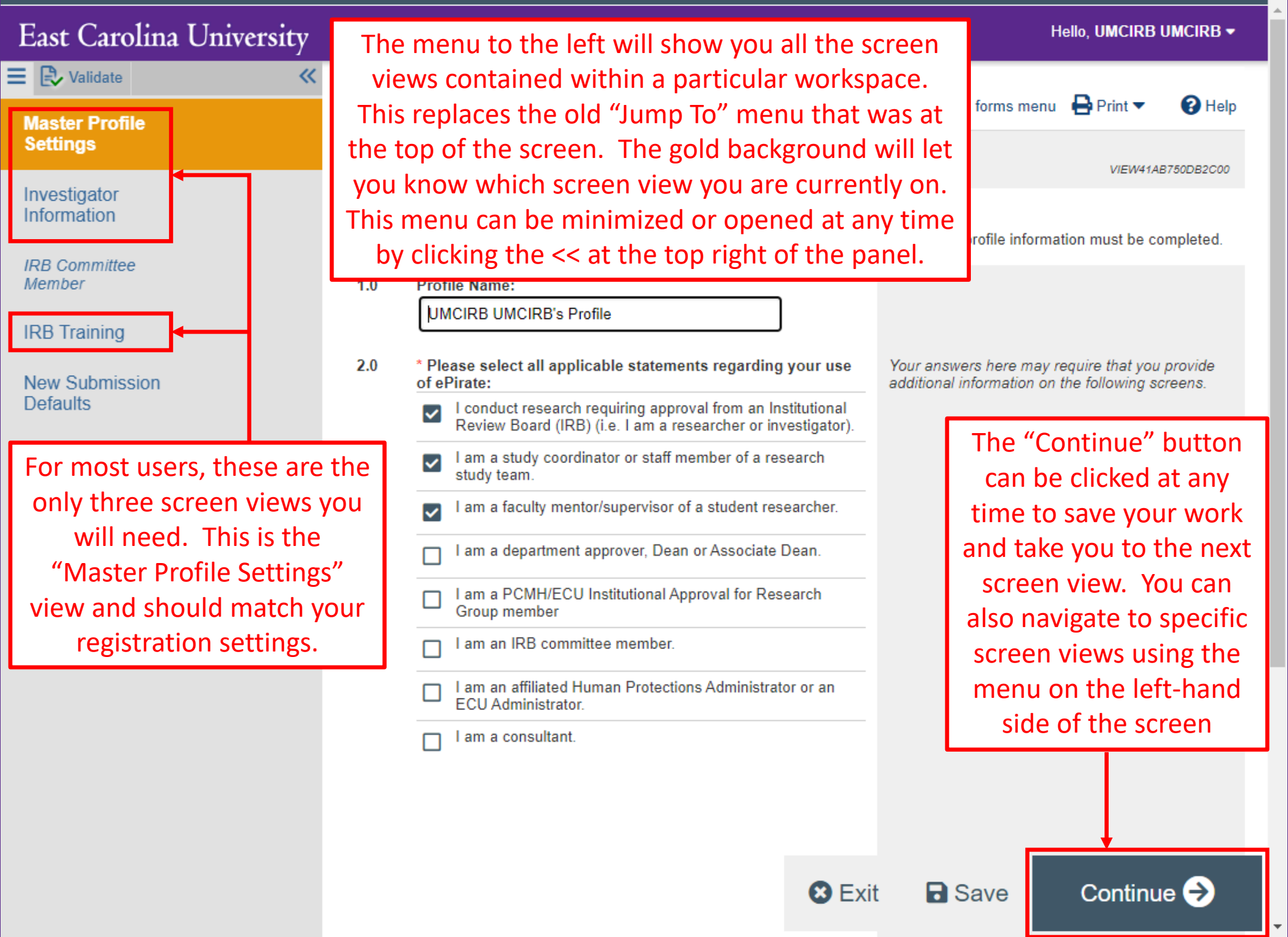
Click Edit Researcher Profile

Contact Information: UMCIRB UMCIRB
Institut itution
Departr itution
Date Created: 8/2/2011 2:09 PM
Last Modified: 3/4/2019 2:35 PM
IRB Certification Renewal Deadline:

In Progress | Approved/Closed | IRB Education | History Log

Filter by ID | Enter text to search for | + Add Filter | × Clear All

ID	Name	Date Modified	Type	Owner	State	Last State Change	PI
UMCIRB 18-001624	Test Study	3/4/2021 1:44 PM	Study		Pre Submission	7/23/2018 1:21 PM	UMCIRB
UMCIRB 14-001022	Neil study	7/6/2020 12:32 PM	Study		Pre Submission	3/19/2014 8:05 PM	UMCIRB
Adv00002190	Demo event	5/29/2019 3:08 PM	Reportable Event		IRB Staff Review	5/29/2019 3:08 PM	
UMCIRB 18-000600	Copy of Neil's Template	3/2/2018 2:09 PM	Study		Pre Submission	3/19/2014 8:05 PM	UMCIRB


East Carolina University
Hello, UMCIRB UMCIRB
Validate
Master Profile Settings
Investigator Information
IRB Committee Member
IRB Training
New Submission Defaults
The menu to the left will show you all the screen views contained within a particular workspace. This replaces the old "Jump To" menu that was at the top of the screen. The gold background will let you know which screen view you are currently on. This menu can be minimized or opened at any time by clicking the << at the top right of the panel.
forms menu
Print
Help
VIEW41AB750DB2C00
rofile information must be completed.
1.0
Profile Name:
UMCIRB UMCIRB's Profile
2.0
* Please select all applicable statements regarding your use of ePirate:
I conduct research requiring approval from an Institutional Review Board (IRB) (i.e. I am a researcher or investigator).
I am a study coordinator or staff member of a research study team.
I am a faculty mentor/supervisor of a student researcher.
I am a department approver, Dean or Associate Dean.
I am a PCMH/ECU Institutional Approval for Research Group member
I am an IRB committee member.
I am an affiliated Human Protections Administrator or an ECU Administrator.
I am a consultant.
Your answers here may require that you provide additional information on the following screens.
For most users, these are the only three screen views you will need. This is the "Master Profile Settings" view and should match your registration settings.
The "Continue" button can be clicked at any time to save your work and take you to the next screen view. You can also navigate to specific screen views using the menu on the left-hand side of the screen
Exit
Save
Continue

Master Profile Settings

Investigator Information

IRB Committee Member

IRB Training

New Submission Defaults

Basic Profile Information

1.0 **Researcher Name & Title:**
UMCIRB UMCIRB

This information is auto populated from your registration details.

2.0 **Department/Institution:**
Other Organization/Institution

3.0 * **Institutional Status:**

- ○ University Faculty
- ● University Staff
- ○ University Student
- ○ Vidant Employee/Agent
- ○ Resident
- ○ Fellow
- ○ Other (may require an Individual Investigator Agreement)

Clear

Per UMCIRB policy, any study team members participating in research being reviewed by the full convened Committee must provide a copy of their CV or resume. This can be accomplished by using the "Upload" button in question 4 of the "Investigator Information" screen view.

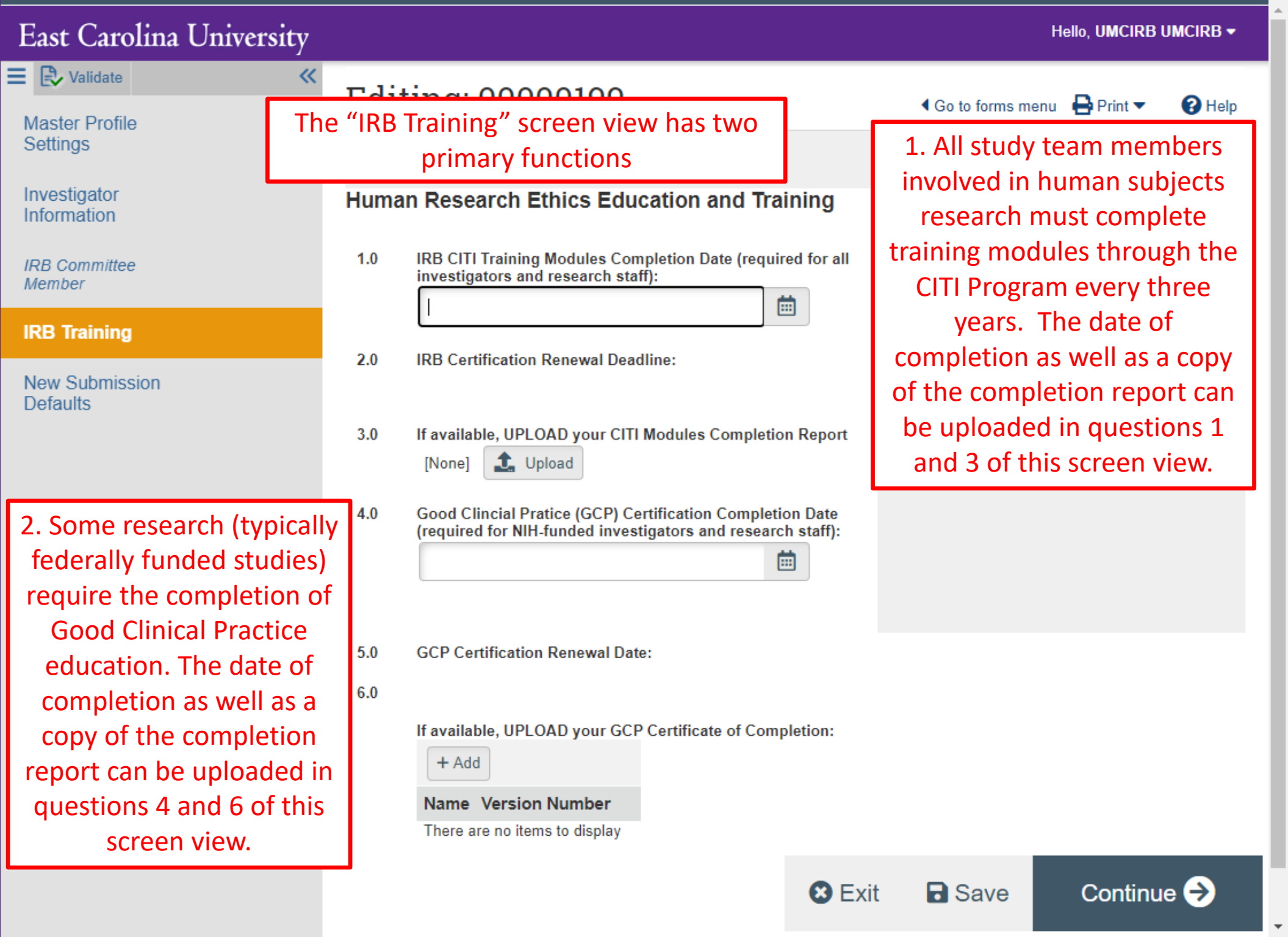
4.0 **As per the UMCIRB standard operating practice (SOP) entitled "Determination of Investigator and Research Personnel Qualifications to Conduct Human Research" all study investigators and research personnel involved in the conduct of "greater than minimal risk" studies are required to provide the UMCIRB with an updated copy of their curriculum vitae (CV) or resume. Please upload a copy of your most recent CV or resume here.**

[None] Upload

5.0 **List other contacts you wish to allow READ access to this Profile**

Last Name	First Name	E-Mail	Phone	Mobil

Exit | Save | Continue


East Carolina University
Hello, UMCIRB UMCIRB
Validate
Master Profile Settings
Investigator Information
IRB Committee Member
IRB Training
New Submission Defaults
Editing: 00000100
Go to forms menu
Print
Help
The “IRB Training” screen view has two primary functions
Human Research Ethics Education and Training
1.0 IRB CITI Training Modules Completion Date (required for all investigators and research staff):
2.0 IRB Certification Renewal Deadline:
3.0 If available, UPLOAD your CITI Modules Completion Report
[None]
Upload
4.0 Good Clincial Pratice (GCP) Certification Completion Date (required for NIH-funded investigators and research staff):
5.0 GCP Certification Renewal Date:
6.0
If available, UPLOAD your GCP Certificate of Completion:
+ Add
Name Version Number
There are no items to display
1. All study team members involved in human subjects research must complete training modules through the CITI Program every three years. The date of completion as well as a copy of the completion report can be uploaded in questions 1 and 3 of this screen view.
2. Some research (typically federally funded studies) require the completion of Good Clinical Practice education. The date of completion as well as a copy of the completion report can be uploaded in questions 4 and 6 of this screen view.
Exit
Save
Continue

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Validate

Master Profile Settings

Investigator Information

IRB Committee Member

IRB Training

New Submission Defaults

Editing: 00000199

Go to forms menu | Print | Help

VIEW41AB908C6EC00

Human Research Ethics Education and Training

1.0 **IRB CITI Training Modules Completion Date (required for all investigators and research staff):**

To register to take or to renew your IRB training modules, see http://www.citiprogram.org/

2.0 **IRB Certification Renewal Deadline:**

The Renewal Deadline will populate automatically after the training Completion Date is entered and saved.

3.0 **If available, UPLOAD your CITI Modules Completion Report**

[None] Upload

4.0 **Good Clincial Pratice (GCP) Certification C**
(required for NIH-funded investigators and

5.0 **GCP Certification Renewal Date:**

6.0

If available, UPLOAD your GCP Certificate

+ Add

Name	Version Number

There are no items to display

Once you have completed your changes, click the "Exit" button to leave the form. A window will ask if you wish to save your work if you have not already clicked the "Save" button on that screen view.

Exit | Save | Continue

The “New Submission Defaults” screen view is not required and for most users can be skipped entirely.

When there are changes that need to be documented in your ePIRATE profile (i.e. you have completed your CITI modules training refresher course and need to document your new training expiration date) you should follow these steps to revise/update your profile.