Departmental Review and Approval

ePIRATE Training
The UMCIRB expects Department approvers to provide a robust and complete review of any human research study submission coming from their department. The electronic application should be reviewed in its entirety as well as all uploaded documents.

The purpose of the Departmental Review and Approval in ePIRATE is to ensure the following:

1. The project is consistent with the mission, goals and objectives of the Department/Division/School;

2. The investigator and study staff have the appropriate expertise to conduct the research as described in the submission;

3. The science of the project is sound; and

4. The Dept/Div/School has the resources required to support the project.

As the Department Reviewer you will receive a notification from UMCIRB@ecu.edu, generated by ePIRATE, informing you that a study has been submitted and requires your review and approval. This notification will go to your regular email account. There will be a link in the notification you receive which will allow you to log into ePIRATE to review the study. When you log in from this link you will be taken directly to the workspace of the study which requires your review and approval. If you are accessing the study via the link provided in this notification, begin with slide 5 of this tutorial.
If you are accessing the item by logging into the system rather than using the link in the email, click on “Dashboard” once you are in the ePIRATE system.

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
Make sure you are in the Dept/Div approvers role. Your Inbox will show any items that require your attention. The “Test Study” below is in a state of “Department Review”. This means that the submission is awaiting your review. Click on the item name to access the workspace.
The “View Study” button will allow you to see the screen views of the study one at a time.

The “Printer Version” button will open all the screen views in one page that you can scroll through.
As you review the submission, you may have questions, comments or concerns for the study team. Clicking the speech bubbles will allow you to log comments in each screen view. A bubble at the top of the page is for general comments while bubbles next to questions will be specific for that question.

If you click the “View Study” button you will be able to navigate the form using the side bar on the left or by scrolling the page using the scroll bar on the right-hand side.
Clicking the bubbles at the top of pages will open comment windows like this.
And clicking the bubbles for specific questions will open comment windows like this. For both click “OK” once you have logged your comment to save it.
Documents that have been uploaded by the study team will appear in the form like this. You can click the link to save or view the documents throughout.

Once you have reviewed the entire submission and made any comments you would like to make, click the “Exit” button.
If you would like to request changes or clarifications from the study team, click the "Changes Requested by Department Reviewer" button.

<table>
<thead>
<tr>
<th>History</th>
<th>Attachments</th>
<th>Pre Review Status</th>
<th>Reviewer Notes</th>
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<td>6/16/2021 6:07 PM</td>
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- **Original Submission:**
  - Date: 2/25/2019 11:13 AM
  - Status: Participant Agreement Recorded
  - Author: Test, ECU
Any additional comments you would like to send to the study team can be included in the Comments box above. Once you are ready to return it to the study team, click “OK”.
After the study team has re-submitted the study for review, you will receive a notification from UMCIRB@ecu.edu, generated by ePIRATE, informing you that the study requires your review and approval. Accessing the study will use the same process as described earlier in this tutorial.
Clicking on a gold speech bubble will open a window such as the one on the left. This contains the reviewer notes you logged associated with that speech bubble.

If the study team has provided a reply to your reviewer note, you can view it by clicking the “Show Reply” button.
I'm not sure the Principal Investigator is qualified to conduct this research. Please provide additional information on his credentials and relevant research experience.

posted 34 minutes ago  Delete
Hide Replies

Additional information on the PI's credentials have been included in the protocol document.

posted 13 minutes ago  Delete
Study: Test Study (UMCIRB 18-001624)

Description: test

Principal Investigator: Neil Gilbird

Study Type: There are no items to display

Study Coordinator: Review Type: Exempt

My Activities

- Dept: Issue Departmental Approval
- Dept: Changes Requested by Departmental Reviewer
- Log Public Comment

History

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(Submitted)
If you are satisfied that the study team has met the requirements for approval outlined in slide two of this tutorial (either when initially submitted or following submission of changes) click the “Issue Departmental Approval” button.
Make sure to check the box next to the Departments you approve for and click “OK”