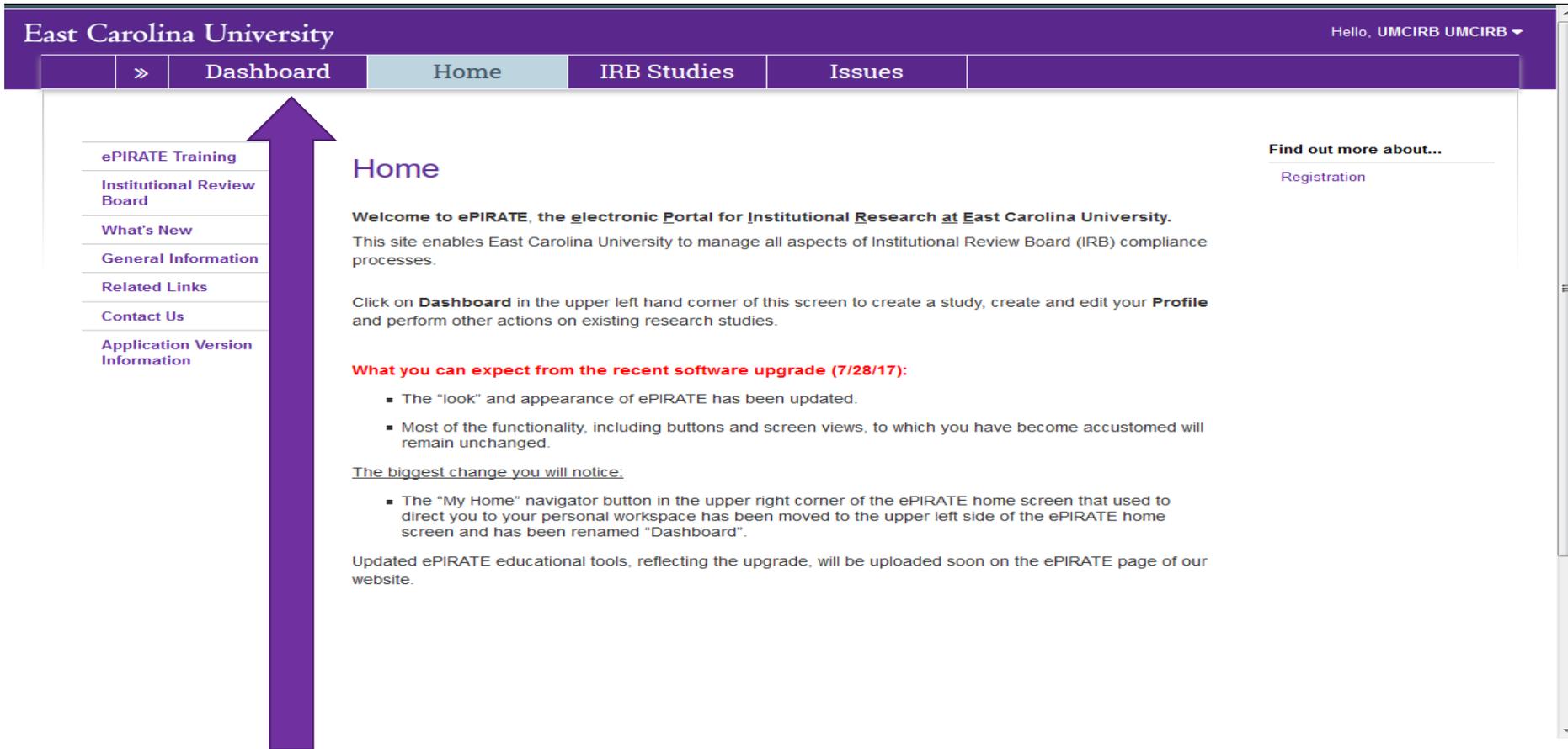


Editing Your ePIRATE Profile: Creating and Revising Your Profile

ePirate Training

- All ePIRATE users must complete their ePIRATE profile.
- Completing your profile is done after you have registered to be an ePIRATE user and after your registration has been processed by ORIC.
- When your information changes (i.e. updated CV, new CITI training date) you will need to revise your ePIRATE profile
- The following instructions will explain how to create and edit your ePIRATE profile.

Step #1: Login to ePIRATE. Upon login you will arrive at the ePIRATE Home page shown below



The screenshot shows the ePIRATE Home page. At the top, there is a purple navigation bar with the text "East Carolina University" on the left and "Hello, UMCIRB UMCIRB" on the right. Below this bar is a secondary navigation bar with tabs: "Dashboard" (highlighted in light blue), "Home", "IRB Studies", and "Issues". A large purple arrow points from the "Dashboard" tab down to the "Home" section of the page. The "Home" section contains a welcome message, a list of links on the left, and a "Find out more about..." section on the right.

East Carolina University Hello, UMCIRB UMCIRB ▾

» Dashboard Home IRB Studies Issues

ePIRATE Training
Institutional Review Board
What's New
General Information
Related Links
Contact Us
Application Version Information

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.

What you can expect from the recent software upgrade (7/28/17):

- The "look" and appearance of ePIRATE has been updated.
- Most of the functionality, including buttons and screen views, to which you have become accustomed will remain unchanged.

The biggest change you will notice:

- The "My Home" navigator button in the upper right corner of the ePIRATE home screen that used to direct you to your personal workspace has been moved to the upper left side of the ePIRATE home screen and has been renamed "Dashboard".

Updated ePIRATE educational tools, reflecting the upgrade, will be uploaded soon on the ePIRATE page of our website.

Find out more about...
[Registration](#)

Step #2: Click on the "Dashboard" tab to go to your ePIRATE Home screen

Step #3: In your ePIRATE Home screen click on the tab titled “Profile”

IRB Submissions

Page for UMCIRB UMCIRB

My Roles

[IRB Submissions](#)
[New Registered User](#)

Create

[New Study](#)

Please note:

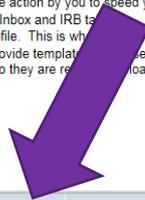
To complete this application more quickly, make sure you have all consents, flyers, questionnaires, protocols, etc. prepared and available for upload prior to creating your study. Utilize Quick Links below to find templates and other tools.

Quick Links

[Consent Form Templates, COI Disclosure Forms, HIPAA Templates and other tools](#)

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 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 to upload as you move through the application.



Inbox IRB Studies Templates **Profile**

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

Filter [?] Name

Name	Date Modified	Type	Owner	State	Last State Change
New Study Title	7/21/2017 12:04 PM	Study		Pre Submission	7/21/2017 10:08 AM

1 items / page



Step #4: Click on “Your Name’s Profile”

IRB Submissions

Page for UMCIRB UMCIRB

My Roles

[IRB Submissions](#)
[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](#)

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Inbox IRB Studies **Templates** Profile

A link to your profile is displayed below. 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 < page 1 of 1 > 10 / page



Step #5: Click on the button titled “Edit Researcher Profile”; this will open the ePIRATE profile smart form

Current State

Active

 Edit Researcher Profile

 Printer Version

UMCIRB UMCIRB's Profile

Information: UMCIRB UMCIRB
Institution: East Carolina University
Department/School: Office of Research Integrity & Compliance
Date Created: 8/2/2011 1:09 PM
Last Modified: 1/28/2014 1:09 PM
IRB Certification Renewal Deadline: 2/14/2015

In Progress Approved/Closed IRB Education History Log

Filter  ID

ID	Name	Date Modified	Type	Owner	State	Last State Change	PI
 UMCIRB 17-001279	New Study Title	7/21/2017 12:04 PM	Study		Pre Submission	7/21/2017 10:08 AM	UMCIRB
 Template000058	My Study Template	7/8/2015 9:56 AM	Study		Template	6/22/2015 3:38 PM	UMCIRB
 Template000057	AABBCC Template	7/8/2015 8:25 AM	Study		Template	6/22/2015 9:40 AM	UMCIRB
 Adv00001089	_Adverse Event - Wed Apr 1 10:33:52 EDT 2015	4/1/2015 9:36 AM	Reportable Event		IRB Staff Review	4/1/2015 9:36 AM	
 Template000047	Annette's Practice	6/4/2014 3:06 PM	Study		Template	3/19/2014 7:05 PM	UMCIRB
 Template000046	Template for next year	5/29/2014 7:35 AM	Study		Template	3/19/2014 7:05 PM	UMCIRB
 CR00001764	2014 Review for UMCIRB 13-001979	3/4/2014 3:53 PM	Continuing Review		IRB Staff Review	3/4/2014 3:53 PM	

7 items ◀ page 1 of 1 ▶ / page

Step #6: Respond to item #2.0. Your response(s) should reflect the choices you made when you registered to use ePIRATE.

Note: 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.

https://ecuir.huronclick.com/ecuir/sd/ResourceAdministration/Project/ProjectEdit

Back Save Exit Hide/Show Errors Print Jump To Continue

Researcher's Profile

Provides basic questions on your researcher profile which will determine which additional profile 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.

VIEW41AB750DB2C00

You answers here may require that you provide additional information on the following screens.

Back Save Exit Hide/Show Errors Print Jump To Continue

Click "Continue" when you have completed this screen view to save your changes and proceed to the next screen view.

Step #7: Items #1.0 and #2.0 should be pre-populated. Respond to item #3.0 and please follow the instructions at #4.0 and upload a current CV or resume. You do not have to answer #5.0.

Basic Profile Information

VIEW41B08C17C4400

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

2.0 **Department/Institution:**
Office of Research Integrity & Compliance

3.0 *** Institutional Status:**

University Faculty

University Staff

University Student

Vidant Employee/Agent

Resident

Fellow

Other (may require an Individual Investigator Agreement)

[Clear](#)

4.0 As per the ORIC 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.
UMCIRB UMCIRB CV 1/28/2014(0.01) [Upload Revision](#)

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

Last Name	First Name	E-Mail	Phone	Mobile	Profile
There are no items to display					

Click "Continue" when you have completed this screen view to save your changes and proceed to the next screen view.

Step #8 (for IRB members only; do not complete this screen view if you have not been appointed to one of the IRB committees):

Provide a response to items #1.0 - #6.0. If you are uncertain as to the answer to one of these items contact ORIC for assistance.

East Carolina University VIEW41AB82D7F3C00

« Back Save Exit Hide/Show Errors Print Jump To Continue >

IRB Committee Member Information

1.0 Date appointed to UMCIRB Committee:

2.0 Which committee(s) have you been appointed to?
name
There are no items to display

3.0 Are you serving as a Community Member that is not affiliated with ECU, PCMH or UHS review board committees?
 Yes No [Clear](#)

4.0 * Are you a non-scientific, scientific, physician scientist or ex-officio member?:

5.0 Are you a full-time or alternate IRB member?

6.0 Comments or Additional Information:

Must not be an institutional employee

« Back Save Exit Hide/Show Errors Print Jump To Continue >

If you do not need to complete this screen view, click on “Jump To” and proceed to the next screen view.

Once you have responded to the items in this screen view click “Continue” to proceed to the next screen view.

Step #9: Please provide a response to items #1.0 - #6.0 as applicable.

Note: When your CITI and/or GCP training expires and you have completed the required refresher course please remember to return to your profile and update your training date.

Human Research Ethics Education and Training

VIEW41AB908CEC00

1.0 IRB CITI Training Modules Completion Date (required for all investigators and research staff):
2/14/2012

2.0 IRB Certification Renewal Deadline:
2/14/2015

3.0 If available, UPLOAD your CITI Modules Completion Report
[None] Upload

4.0 Good Clinical Practice (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	

To register to take or to renew your IRB training modules, see <http://www.citiprogram.org/>
The **Renewal Deadline** will populate automatically after the training Completion Date is entered and saved.

Once you have completed this screen view click "Continue" to save your changes and proceed to the next screen view.

Step #10: Responses to the items in this screen view are not required. This is the final ePIRATE profile screen view click the button titled “Finish” to exit the profile smart form.

The screenshot displays the 'New Submission Defaults' section of the ePIRATE profile. It includes three numbered fields for default Principal Investigator, Study Coordinator, and Sub-Investigators, each with a text input and a dropdown menu. Below these is a table with columns for Last Name, First Name, E-Mail, Phone, Mobile, and Profile. The table is currently empty, with the text 'There are no items to display' below it. The interface features a purple header with 'East Carolina University' and a navigation bar with buttons for Back, Save, Exit, Hide/Show Errors, Print, Jump To, and Finish. A small ID 'VIEW4163779BA5001' is visible in the top right corner.

East Carolina University

VIEW4163779BA5001

New Submission Defaults

These defaults will be used whenever you begin a new study.

1.0 Default Principal Investigator: ***

2.0 Default Study Coordinator: ***

3.0 Default Sub-Investigators: ***

Last Name	First Name	E-Mail	Phone	Mobile	Profile
There are no items to display					

- You have completed your ePIRATE profile.
- 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.