

Convert Paper Study to eIRB

Studies currently reviewed on paper may be converted to electronic applications in eIRB. For assistance, contact the eIRB Help Desk at jhmeirb@jhmi.edu.

1. **Login** to eIRB at <http://e-irb.jhmi.edu>.
2. **Select** My IRB Studies on the left navigation bar.
3. **Click** the Create a New Application button to begin an eIRB application.
4. **Complete** all *required fields on the General Information screen.
5. **Enter** the title for the study. Never leave the title field blank. You need the title to access the application.
6. **Select** Yes for question 9.0 “Is this a conversion of a currently active paper study?”
7. **Enter** your paper application number into the text box at question 10.0.
8. **Click** the “?” icon beside question 11.0. This opens the help window.

9.0 Is this a conversion of a currently active paper study?

Yes No Clear

10.0 * Enter prior application number:

04-02-18-02

11.0 * Progress Report:

Click **Add** to upload new document. Do not delete existing documents. Click **Edit** to upload a revised version of the existing document.

None

9. **Right click** the green eProgress Report link to download the eProgress Report form.
10. **Save** the eProgress Report form to your local drive.
11. **Use** a simple name including the upload date.
 - a. eProgressRpt_090909.doc

Progress Report:

FORM: [eProgress Report \(Download\)](#).

If this is a paper study conversion or a resubmission of an expired application, download, complete and upload the eProgress report. Otherwise, an eProgress Report is not required.

If your study has expired or was terminated, withdrawn or disapproved, you must submit a new application for review. It is important that you clearly reference the IRB number of the previous application.

12. **Complete** the eProgress Report and **save** the completed form to your local drive.
13. **Upload** the completed eProgress Report into question 11.0.

9.0 **Is this a conversion of a currently active paper study?**

Yes No [Clear](#)

10.0 *** Enter prior application number:**

11.0 *** Progress Report:**

*Click **Add** to upload new document. Do not delete existing documents. Click **Edit** to upload a revised version of the existing document.*
 eProgressRpt.doc(0.01) [Edit](#) [Reset](#)

14. **Select** the study’s current status in question 12.0.

- a. Data analysis only – complete an abbreviated version of the application including the following screens:
 - i. General Information
 - ii. Study Team Compliance
 - iii. Protocol Information
 - iv. Application Documents
- b. Active or Active Follow-up only – complete the entire application.

9.0 **Is this a conversion of a currently active paper study?**

Yes No [Clear](#)

10.0 *** Enter prior application number:**

11.0 *** Progress Report:**

*Click **Add** to upload new document. Do not delete existing documents. Click **Edit** to upload a revised version of the existing document.*
 eProgressRpt.doc(0.01) [Edit](#) [Reset](#)

12.0 **What is the current status of your paper based study?**

Data analysis only

Active follow-up only

Active

15. **Complete** all * required fields on the General Information screen.


16. **Click** Continue to advance to the next screen. eIRB will create the application and assign a number to it before advancing to the next screen. eIRB application numbers begin with “NA_000” and may be found in the upper right corner of the application screens.

17. **Save** will not work until the application number is assigned by eIRB.

18. **Click** Continue to advance from screen to screen through the application. eIRB will show you only those screens that you need based on the data you have input thus far.

19. **Help Tools** appear beside each question.

- a. **Regulatory Guidelines** - Click the ” icon to access IRB Regulatory Guidelines and Policies and **Download Forms**.

- b. **Information Technology** - Click the “” icon to access step by step technologic instructions.
- 20. **Click** Finish on the last application screen. This returns you to the application workspace. Finish indicates the last page of the application. You may continue to edit the application until it is submitted by the Principal Investigator.