

Instructions for PI's submitting a retrospective project to the IRB (including case reports)

Log into the Application Portal

Click on research channel

Click new routing form on the left hand side (the routing form is not the IRB application, but must be submitted in addition to the IRB application)

Routing form Instructions

Fill in the information the under the project information tab

- Research type (choose human subjects retrospective data collection)
- Funding Mechanism (choose no funding)

Click save PI info (once saved in the upper left hand corner you will see an LU# in black. This is the ID number for your project)

This then brings you to the general information tab. Complete all of the red * and choose save

This brings you to abstract tab where you will upload your protocol in the retrospective template

Click on the hospital review tab and complete the questions. At the bottom of this tab upload, your protocol for a second time and click save.

Click on the department review tab and complete the questions and click save

This completes all the tabs under the project information tab.

Next click on the personnel tab and enter in all personnel listed in the protocol. Where it asks for % effort you can choose 1.0% for everyone as this is associated with funding. In a retrospective project, there is no funding.

Next complete the core facilities tab. Retrospective projects will not utilize any of these facilities so check the button at the bottom "my project does not require the use of any core facility.

Next, avoid the required approval tab and the status tab and click on the review /submit button. There you should see a red submit routing form button. (If not the system will tell you where the errors are located in the form)

Once you submit the routing form an email will be sent to the Chair of the department (the Chair does not need to sign off on the routing form).

IRB application instructions:

Click the two words on the left that say routing form.

Here you will be under the required approvals tab. Click on the IRB application tab next to the red button.

Complete all the tabs highlighted in blue.

Info security tab information:

In the “info security tab”, you will request a secure research drive to store all the data (even on a case report form). Once requested it can take IT a day or two to assign you access to the secure drive. You will receive an automated email that says “autoprocess” telling you that the secure drive has been created.

Continuing filling out the rest of the tabs.

Once you complete all tabs, click on the review/submit tab and upload your protocol at the top of this tab. Here you will upload your protocol for a 3rd time.

You will not be able to submit your project to the IRB because you will be waiting for IT to get back to you with that automated email

Once you receive the automated email, do the following:

After you receive the automated email, you will log back into the portal. Click on research channel, and then choose select LU# at the top (This is the same LU# that you were assigned at the start of the new routing form). (DO NOT CLICK NEW ROUTING FORM, as you are not creating a new form you are completing the form already started under that LU#).

This part is a little confusing: You will have 3 drop down categories to choose from in selecting the LU# of your project.

Project in progress

Projects you have started

Approved projects

They each mean something different:

Projects in progress: are projects that you have created an LU# for but have NOT submitted the routing form

Project you have started: are LU#'s that you started and submitted in the routing form. In other words, once you click on the "review/submit" in the routing form, the LU# dropped from projects in progress to projects you have started.

Remember earlier that once the routing form is submitted the Chairman of your department receives an automated email. The chairman may or may not review and approve the routing form (YOU DO NOT NEED THE CHAIRMAN TO APPROVE THE ROUTING FORM IN ORDER TO SUBMIT TO THE IRB).

Approved projects: If the Chairman approves the routing form, the LU# drops down into approved projects. THIS DOES NOT MEAN IRB APPROVED!

When you log back into the portal and select LU# you should look in any of the three areas for the LU# you started.

Once chosen you are now ready to complete and submit the IRB application

Once you click select LU# click on the IRB application tab next to the red button.

Click on the review/submit tab.

Scroll to the bottom and you should see a tab that says "submit IRB application" you will click on this tab to submit your project to the IRB.

If you do not see a submit IRB application button there are errors in the form. Scroll back up in the form and review anything highlighted in red. Once corrected you should see the IRB application button.

Please contact Linda Millbrandt for further assistance if needed at lmilbr@luc.edu or 708-216-4567