GEORGETOWN UNIVERSITY
INSTITUTIONAL REVIEW BOARD

Electronic Research and Information Compliance (eRIC)
Investigator and Study Staff Manual Quick Reference

Accessing eRIC

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About eRIC

erIC stands for electronic Research and Information Compliance. The purpose of the erIC system is to provide a more efficient process of submitting, approving, tracking, and management of IRB study submissions.

IRB study applications for new studies and post-approval activities such as amendments, continuing reviews, adverse event reports, and terminations are entered into the system by the principal investigator, regulatory coordinator, study coordinator, co-investigators, or other study team members. An application submission is developed using a “smartform”, which is dynamically created as the form is completed. The erIC system electronically routes all applications, forms, materials and correspondence associated with the Institutional Review Board (IRB) review and approval process.

The erIC system is a true protocol lifecycle management system for studies and related support areas. Having a centralized view of all activities related to a study and the ability to manage submissions accordingly helps to streamline the IRB. Additionally, the system has centralized reporting capabilities which are useful not only for the IRB, but other auxiliary business units we do business with.

The benefits of erIC include:

- Capability to submit a study application/submission online
- Electronic Forms
- Protocol tracking/status
- Document and adverse event management at the Study level
- Electronic Signatures
- Captures every changed version of protocols and associated documents
eRIC Requirements

eRIC works with almost any web browser, but for best results we recommend the following browsers:
- Microsoft Internet Explorer (recommended)
- Mozilla Firefox
- Safari
- Chrome

For all Internet browsers, you must have client-side JavaScript enabled. To use the document upload feature and some reporting features, you may be asked to allow Java applets or Active X to run in your browser. You will need to accept the certificate to upload files. ClickCommerce/Webridge Incorporated certifies all items.

eRIC Access

The website is available via any Internet connection made by a supported browser. eRIC will be accessible 24 hours a day, 7 days a week.

Two things are required in order to access eRIC:
- A valid and active Georgetown Network ID (NetID) and password.
- eRIC user role – a valid NetID is required before an eRIC user role will be activated.

About NetIDs

All Georgetown University, Georgetown University Law Center, and Georgetown University Medical Center faculty, staff, and students will have a Georgetown NetID and password. NetIDs are administered by Georgetown’s University Information Services (UIS) department. You can search for the existence of a NetID by using the Georgetown Online Directory (http://contact.georgetown.edu/) and you can test a NetID and password combination by attempting any of the activities on this page. If you have any difficulties with respect to NetIDs, please contact the UIS Help Desk at (202) 687-4949 or by emailing help@georgetown.edu.
Obtaining a NetID

Individuals, including Medstar employees, who do not have a Georgetown University Appointment or other official relationship for which to request a NetID may apply for a NetID by forwarding a Sponsored University Associate Form to the IRB. These forms are located on the Georgetown University UIS website. **Note: Please complete ONLY sections I, II, and “Brief Description of Activity at Georgetown”**.

It usually takes 2-3 weeks for the paperwork to be processed. You may use the Georgetown Online Directory to check to see if your profile has been created. When your profile has been created, you must follow the UIS activation process to fully enable your account and assign a password.

More information on obtaining a NetID can be found here: [http://www3.georgetown.edu/uis/index.html](http://www3.georgetown.edu/uis/index.html).

eRIC User Roles

The following table outlines the various eRIC User Roles available to investigators and study staff. When you initiate the account registration process, you will be asked to request your proposed role in the system:

![Select One or More User Roles](https://eric.org.georgetown.edu/eric/CommonAdministration/Choosers/Entity/Choosers/)

Please choose all roles that are anticipated for an individual.

Self Registration

Investigators and study staff with valid NetIDs and passwords may self-register to obtain an eRIC user role by following the directions below:
Go to **Self Registration** by clicking on the **Registration** link on the right hand side of the page.

The first page of the registration process requires a valid Georgetown NetID. First, search current active accounts to ensure an account does not already exist for you. If one does not exist, complete the second step and enter your GU netID.

Complete the fields on the registration page. Please note that all fields with a red asterisk * are mandatory. You must submit a valid email address to be granted access to the system. Required fields include:

- Your name and e-mail address
- Your employer (i.e. relevant school and/or department) from the list.
- Your study role
Once you have filled out all of the required fields, please click “Register” to complete your registration.

After your eRIC user role request has been submitted, please allow 1-2 business days for user role creation. Once access to the system has been granted to you, you will receive an e-mail with your eRIC user role information.

The IRB will handle content and general usage questions. The IRB can be reached at (202) 687-1506.

Once you have an eRIC user role, you can navigate to the eRIC site and click the Login link in the top right corner to login using a NetID and password.

Login as
User Name: 
Password: 

Login  Remember me
Forgot Password?  Forgot User Name?

After signing into this site, you are bound by the terms and conditions set forth when you received your account.