1. **What is eRIC?**

   eRIC stands for Electronic Research and Institutional Compliance. This is an on-line IRB application system. This means that it is paperless. Investigators and research staff will complete an electronic IRB application and the IRB will complete its reviews online. Additionally, the application will store all correspondence between the study team and the IRB and maintain electronic files of all study documents.

2. **When did eRIC become mandatory for use?**

   Beginning May 1, 2012, eRIC became mandatory for use for all IRB submissions (amendments, continuing reviews, initial reviews, expedited reviews, exempt reviews, facilitated reviews, etc). After May 1, the IRB no longer accepted paper submissions.

3. **What should I enter into the eRIC system after May 1, 2012?**

   The most current protocol information should be entered. This includes incorporation of all past amendments and modifications.

4. **How do I learn how to use eRIC?**

   Manuals and quick use guides are available on the IRB website under the eRIC page.

5. **What kind of support will be available to investigators and research staff if they have questions while working on the application?**

   There are a number of ways that you can get help with your submission, depending on the nature of your issue:
   
   - Check with the IRB staff that work with your department/division for guidance.
   
     If you need help using the software:
     
     - There are links to Quick Reference Guides and Instructions on the eRIC homepage.
     - Contact the IRB for assistance

6. **Is there anything extra that I would need to do or be prepared for when first using eRIC?**

   Although many of the eRIC items are very similar to the previous paper application, the interface will be different. Give yourself extra time when completing the first couple of studies. If you are facing any deadlines for achieving IRB approval of your study, give the IRB ample lead time by submitting it as early as possible.

7. **What is a SmartForm?**
The eRIC system utilizes a SmartForm system. It is an electronic form with capabilities beyond a traditional paper form, such as electronic completion, dynamic sections (adapts to user responses), and electronic submission.

8. **Do I still need to submit paper copies of my submission to the IRB?**

   No, all documents and correspondence will be maintained through the site.

9. **Where is the eRIC homepage?**

   Click on the following link to be connected to the eRIC homepage: [https://eric.ora.georgetown.edu/eric](https://eric.ora.georgetown.edu/eric)

10. **What web browsers support eRIC?**

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

11. **How do I access the system?**

    There are two things that are required in order to access eRIC:
    1. a GU NetID
    2. an eRIC user role (activated account)

    If you have both of these items, you can log in to eRIC.

12. **How can I obtain my netID?**

    Please see the chart below to determine how to obtain a netID:

    | I have a working NetID | I had a NetID in the past | I am listed on any existing IRB protocols | Procedure for Access                                                                 |
    |------------------------|---------------------------|-------------------------------------------|-------------------------------------------------------------------------------------|
    | Yes                    | Yes                       | Yes                                       | 1. Login to eRIC with NetID. Your protocols will be there. Contact IRB for problems.  |
    | Yes                    | No                        | Yes                                       | 1. Self-Register in eRIC. IRB will approve your account.                              |
    | No                     | Yes                       | Yes                                       | 1. Contact GU Help Desk for password reset.                                          |
    |                         |                           |                                           | 2. Contact IRB to link NetID to existing protocols.                                   |
    | No                     | Yes                       | No                                        | 1. Contact IRB to begin Sponsored University Associate (SUA) process to create a NetID. |
    |                         |                           |                                           | 2. Self-Register in eRIC with new NetID.                                              |
    | No                     | No                        | Yes                                       | 1. Contact IRB to begin Sponsored University Associate (SUA) process to create a NetID. |
    |                         |                           |                                           | 2. Contact IRB to link new NetID to existing protocols.                               |
    | No                     | No                        | No                                        | 1. Contact IRB to begin Sponsored University Associate (SUA) process to create a NetID. |
    |                         |                           |                                           | 2. Self-Register in eRIC.                                                            |
13. **What if I have a netID but I do not remember my password?**

   Contact the UIS help desk at 202-687-4949 to reset your password. More information can be found here: [http://uis.georgetown.edu/netid/reset.html](http://uis.georgetown.edu/netid/reset.html)

14. **I am a GUH Medstar Employee, do I have a netID?**

   Medstar Employees who do not have a Georgetown University appointment or other official relationship can apply for a netID through UIS or by contacting the GU IRB. To verify if you have a netID, check the Georgetown University directory ([http://contact.georgetown.edu/](http://contact.georgetown.edu/)). If you have a netID but do not remember your password, contact UIS to reset your password (see question 13).

15. **How can I obtain my user role?**

   On the eRIC home page, click on “Registration” link to register for user roles in the system. The registration process will require contact information, department and selection of user roles in the system. If an individual has multiple roles in the system, for example a co-investigator on one study and a study coordinator on another study, he/she will request two user roles in the system (co-investigator and study coordinator).

16. **What are the different user roles in eRIC?**

   The user roles are principal investigator, co-investigator, study coordinator, regulatory coordinator, study staff, IRB committee member. Please note the IRB Committee Member role is reserved for IRB reviewers and are not appropriate for researchers.

17. **We have a non-Georgetown University researcher participating in our studies. How can we register him/her with eRIC?**

   Individuals outside of Georgetown, but who need access to eRIC can apply for the Sponsored University Associate status to obtain a NetID (see chart in question 12). The forms, found on the UIS website, can be forwarded to the IRB or to UIS. UIS will provide the individual with a NetID which he/she can use to log into the system.

18. **I have a NetID and user role, what now?**

   Once you’ve logged into the system, check to confirm you have access to all protocols you need access to. If you do not have access to the protocol(s) you need, please contact irboard@georgetown.edu.

19. **Is there an eRIC manual and if there is how can I obtain one?**

   Quick Reference Guides are located on the GU IRB website.

20. **How long is the basic application review process?**

   The average turnaround times for reviews are:
   - Expedited/Exempt Review: 4 weeks
   - Full Board Review: 4-6 weeks
Please note, no IRB reviews or processing occurs when Georgetown University is closed, either for holidays or weather-related closures.

21. **I have an initial review that should be submitted through the site. How do I start?**

   See Quick Guide “New Application”.

22. **Some eRIC protocol numbers look different. Why?**

   When the system was first implemented, different IRB numbers were generated from the previous paper system. New protocol numbers were made for new studies submitted through the system, such as Pro00000045. Currently, new protocols will show four digits for the date followed by a number assigned sequentially based on when it was begun in eRIC (ex: 2013-0001). Pre-eRIC approved studies will maintain their previous protocol numbers, for example 2012-100.

23. **Who has access to a study?**

   Only individuals listed on a particular study will have access to the study.

24. **What is the study workspace?**

   The study workspace displays important information about the study and contains links to help navigate to any information contained in the study. Once a study has received IRB approval, the options available in the workspace change to allow post-approval activities to be taken, such as the submission of amendments, continuing reviews and reportable event reports.

25. **Who is required to be listed on the study?**

   All study staff members who are reasonably engaged in the design, conduct or analysis of the study should be listed on the study. This includes individuals who have direct contact with subjects or access to identifiable information. Study staff must obtain NetIDs and register with eRIC before the system will allow them to be listed.

26. **How do I assign study personnel?**

   As the creator of a new study application, you will specify who has permission to edit and view the study. On the Application Information screen, you can select the principal investigator for the study submission. If you are signed in as the PI, this will default to your name. Only the users specified (as the PI, Regulatory/Study Coordinators, Co-investigators and other study staff) will be able to edit and save the study application. If you would like to give a new person permission to edit the study later on, you will have to add them to one of these four categories at that time.

27. **How are Study Specific Disclosure Forms (SSDF) submitted in the system? Do I still need to fill them out on paper?**

   Study Specific Disclosure Forms (SSDFs) should be filled out and submitted within eRIC. Each “investigator” must submit a Georgetown University Study Specific Disclosure Form (SSDF) as part of each protocol application. “Investigator” includes the principal investigator and any other person who is responsible for the design, conduct, or reporting of research. The SSDF requires that the investigator confirm that s/he has read the Georgetown University Financial Conflicts of Interest Policy, and has disclosed any possible conflict. The eRIC system WILL NOT allow submission of a new study application for pre-review and IRB
review until ALL Study Specific Disclosure Forms have been submitted.
Please see the SSDF Quick Guide on the GU IRB website for more information.

28. **How do I add documents to the study application?**

To upload/attach a document, click the Add button. A new window will appear. Enter a TITLE for the document. If you do not enter a title, the default title will be the name of the document. Click BROWSE to navigate to the document you wish to add. Click Open and then click OK. Your document has been uploaded. If you have multiple documents to upload, click OPEN and then click OK AND ADD ANOTHER. Once you have finished uploading all, click OK. Click SHOW ADVANCED OPTIONS to enter in additional details about the document you have uploaded.

29. **How do I edit an uploaded document? How to I upload a revised document?**

Navigate to the document in the study SmartForm that you wish to update/revise/replace. Click the Upload Revision button next to the title of the document that you wish to update/revise/replace. Click BROWSE to navigate to the document you wish to add. Click Open and then click OK. Your revised document has been uploaded. Click the SAVE link on the top toolbar to save your changes. If you wish to delete a document, click the DELETE button next to the title of the document you wish to delete. PLEASE NOTE: DOCUMENTS SHOULD ONLY BE DELETED WHILE THE STUDY IS IN PRE-SUBMISSION STATE, AND NOT AFTER IT HAS BEEN APPROVED.

30. **How do I upload a revised Informed Consent Form (ICF) as requested by the IRB?**

Complete the steps for uploading a revised document. It is only necessary to upload a tracked changes version of the ICF. Before the document is stamped for approval, the eRIC system will make a clean copy.

31. **I am a study coordinator; after I complete a submission on behalf of my PI, how will s/he know that it is ready for them to formally submit to the IRB?**

Immediately after you complete an electronic submission (and hit “Submit to the IRB” on the last page), an email is auto-generated to the PI for that study. This email requests that the PI approve the submission of the study to the IRB, otherwise the IRb office never receives the submission. The PI needs to click on the link contained in the email, which will take the PI to the eRIC website. There, the PI must sign in, and the submission will open up. The PI must review what is being submitted, and electronically “sign”/ approve the submission.

32. **My study was submitted and disappeared from my eRIC inbox. Where is it?**

Your eRIC inbox only contains items that require an action on your behalf. If your study was submitted, it can be found under the “IRB” tab in the “My Home” area of your eRIC account. By looking at the status, you can track where the study is in the IRB process. If you are uncertain what the status of a study means please contact the GU IRB at (202) 687-1506 or irboard@georgetown.edu.

33. **How are signatures accepted or integrated through the eRIC system?**

Electronic signatures are a crucial part of the eRIC system. eRIC validates you authentication credentials and based upon your role in the eRIC system, determines which available actions you will have; for instance, only the PI is able to submit a study to the IRB for review. Submission of a study, in this example, is the electronic equivalent of a paper signature.
Please refer to the [Electronic Certificate Signature Statement](#) for more information.

34. **What is a progress notification?**

A: The eRIC system automatically generates email notifications and sends them to the study team when significant events have occurred in the review process. It is important that your email address recorded in the eRIC system is current, since the system uses this email address to send notifications about the review progress. You can update your information at any time by clicking on the link to your account in the upper right corner of the screen.

35. **What are the different statuses of a protocol?**

*Presubmission*: the study is still with the researchers who are filling out the application.

*Department Review*: The study is with the PI’s department reviewer. It is required for all new studies to be approved by the PI’s department before the IRB receives the protocol for review.

*IRB Staff Review*: The study is currently with the IRB administrator assigned to the protocol. This individual will facilitate the movement of the protocol through the process.

*In Expedited Review/ In Facilitated Review/ In Exempt Review*: The study is currently out for review with an IRB Board member.

*Assigned to IRB Meeting*: The study is scheduled for review at the next convened full board meeting.

*Awaiting Correspondence*: The IRB staff is generating the formal IRB determination memo.

*Contingencies Pending*: The IRB has requested changes/revisions/clarifications to be addressed by the study team.

*Approved*: The submission/study is approved.

36. **How do I search in eRIC?**

A: One method to filter the list is to enter the first few characters of the value you are looking for and click GO. Another method is to wrap a % sign around a value to search for all results that contain that value, for example %medicine%. 