

## **How to Transition from IRBNet to eCompliance IRB**

If your study is no longer active, a Final Report should be submitted in IRBNet to close the project. If you are still accruing participants and/or analyzing identifiable data, then you will need to transition your study from IRBNet to eCompliance. **All active studies will need to be transitioned by October 16, 2020.** You must transition your study before you can submit any additional forms (i.e. Amendment/Annual Report).

There are two options for transitioning your study:

- If your existing IRBNet project is Exempt, you can opt to complete a new Exempt application in eCompliance. The Exempt process is short and may be less cumbersome than transitioning. You would respond to all questions in the form and upload any required attachments. Please note that this option is only available if your study was originally reviewed and approved as Exempt in IRBNet. A new approval date will be issued for the study in eCompliance. Once the study is approved in eCompliance, a Final Report should be submitted in IRBNet to close the project and show that the transition is complete.
- The other option available is to create a shell of an application in eCompliance. **This option must be used if your project was approved as Expedited or Full Board.**
  - When entering in your study title, note it as “IRBNet - Study Title”. For example, if your study title were “Examining Relationships” then in eCompliance you would note your title as, “IRBNet Study – Examining Relationships”. This is to differentiate transitioning studies from brand new submissions.
  - All yes/no questions would be answered as appropriate for your project. For questions that require a text box response, the phrase, “see attached documents” should be typed in.
  - All documents from IRBNet (e.g. IRBNet approval letter, Consent form, HIPAA form, questionnaires, interview scripts, letters of approval, etc.) should be transferred to the Attached Files section of your new project in eCompliance.
  - Your IRBNet approval date will remain the same and will be transferred over to your eCompliance project.
  - Once the study is approved in eCompliance, a Final Report should be submitted in IRBNet to close the project and show that the transition is complete.

## UMSL Institutional Review Board

[irb@umsl.edu](mailto:irb@umsl.edu)

For information on how to start a new application in eCompliance, please access the UMSL IRB eCompliance Quick Reference Tool or view the eCompliance IRB Submitter Training Presentation.

If you have questions about the IRB submission process, please contact Danielle Hunter at [danielle.hunter@umsl.edu](mailto:danielle.hunter@umsl.edu) or email our general inbox at [irb@umsl.edu](mailto:irb@umsl.edu).