



Human Research  
Protections Program



January 2026

## Penn eIRB System Update

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# Previous Townhall Topics

## ► eIRB System Improvements

- Efficiency of submitting and planned integrations with other Penn systems
- Improved tracking of submissions and transparency around review

## ► Data Migration Plan

- What studies, data, and files will and will not be migrated from HSERA to eIRB

## ► Policy Changes

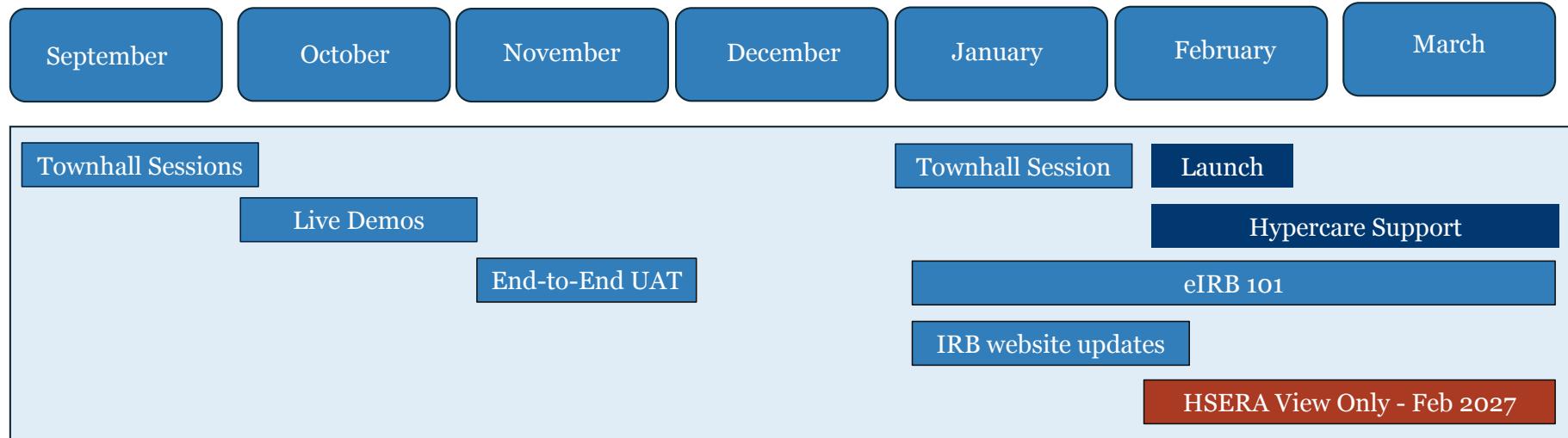
- New annual check-ins for studies not requiring continuing review
- Automatic study closures and post-closure study archiving

## ► Necessary Migrated Protocol Quality Assurance

- Outlined what completeness quality assurance should take place during the first submission of a migrated study in eIRB.

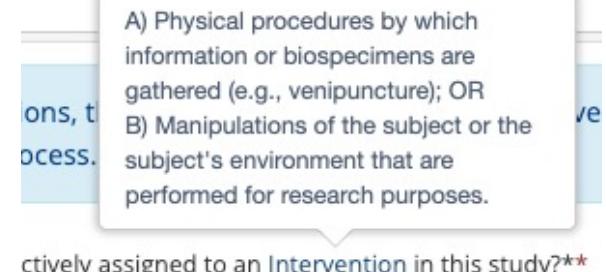


# Launch Timeline & Interactive Sessions



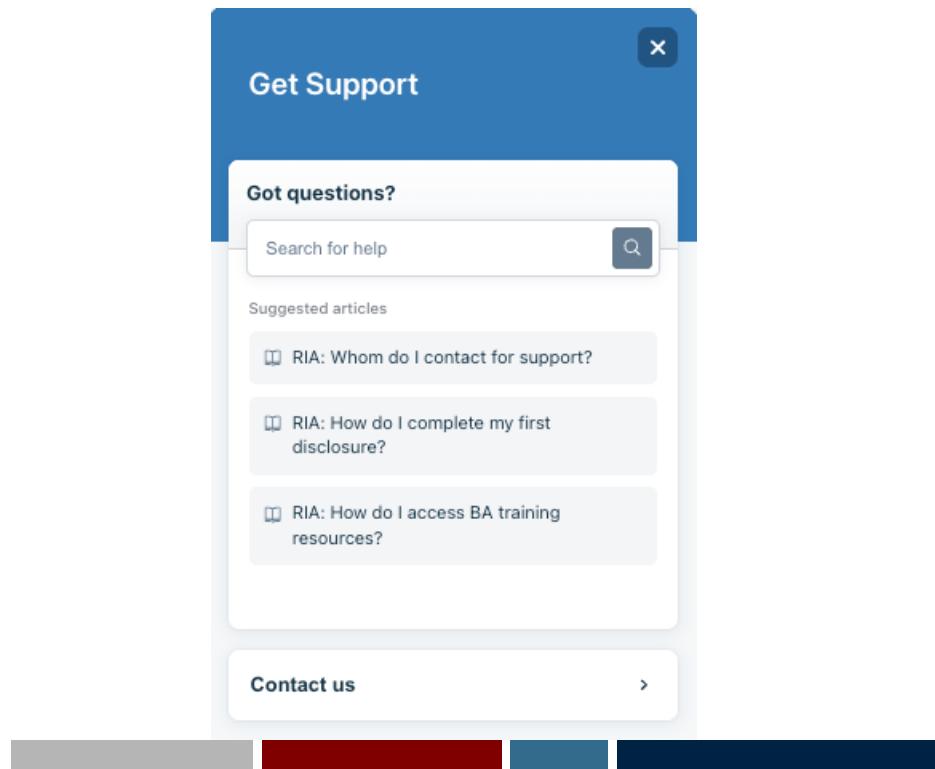
# Hypercare Support & Resources

- ▶ Resources on eIRB Webpage: <https://irb.upenn.edu/eIRB>
- ▶ New IRB Technical Help Desk: [e-IRB@pobox.upenn.edu](mailto:e-IRB@pobox.upenn.edu)
- ▶ IRB Website updates to How to Submit
  - eIRB Walkthroughs
- ▶ eIRB 101 Sessions (scheduled – see our [calendar](#))
- ▶ IRB Main Phone Line: [215-573-2540](tel:215-573-2540)
- ▶ Expanded IRB Office Hours via Zoom
- ▶ Protocol application help text; look for blue circle with ? or blue text -> 
- ▶ Within app Q&A Search and Support



# Hypercare Support: eIRB Help

## In App Q & A Search



## In App Support

- ▶ Inquiries will be forwarded to IRB same business day

## Important Deadlines

Submit request for “No  
Continuing Review Required”  
Study Transfer

- Was Jan 12, 2026

Submit draft submissions

- Feb 2, 2026

HSERA View Only

- Starting Feb 3, 2026 at 7pm

Migrated Study Completion

- Feb 9, 2027



# February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Deadline (DL) to submit draft submissions to migrate to eIRB	3 <b>HSERA View only at end of business (7 pm) through Feb 2027</b>	4 IRB reviewing submissions and communicating via email	5 IRB reviewing submissions and communicating via email <b>eIRB 101 at 2pm</b>	6 IRB reviewing submissions and communicating via email	7
8	9 <b>eIRB Launches</b> Hypercare support starts IRB Office Hours; times TBD	10 IRB Office Hours; times TBD	11 IRB Office Hours; times TBD	12 IRB Office Hours; times TBD	13 IRB Office Hours; times TBD	14
15	16 IRB Office Hours; times TBD	17 IRB Office Hours; times TBD	18 IRB Office Hours; times TBD <b>eIRB 101 at 2pm</b>	19 IRB Office Hours; times TBD <b>eIRB 101 at 2pm</b>	20 IRB Office Hours; times TBD <b>Approval letters migrate to eIRB</b>	21
22	23	24 IRB Office Hours; times TBD	25	26 IRB Office Hours; times TBD	27	28

# Migrated Study Completeness

- ▶ **A walkthrough is under development and will be shared at eIRB launch.**
- ▶ The IRB asks that teams ensure completeness of their eIRB applications for migrated protocols *ideally* with their first planned amendment or continuing review + amendment submission in the new system.
  - If there are no planned submissions, the IRB is asking for completeness within 1 year of eIRB launch (by February 2027).
- ▶ This task must be completed via an amendment or continuing review + amendment submission. It may be combined with a planned amendment.
  - This task cannot be completed with a continuing review (CR), adverse event, deviation, or exception request, as the protocol application is locked. If you need to submit an AE, deviation, or exception – go ahead and submit them.
- ▶ IRB staff will screen for completeness.
  - After February 2027 a completion report will be generated; the IRB will reach out to teams that are not in compliance.



# Migrated Study Completeness (cont.)

## ► **Paper Protocols** (protocols not in HSERA):

- Must complete the whole eIRB application.
- It is recommended that study teams assess their inventory of paper protocols to determine their own time and effort to conduct this activity.

## ► **HSERA Protocols:**

- Only critical, mandatory fields must be completed.
- NOTE: Validation is turned off to facilitate this process.

## ► **Protocols with a Submission Pending Review at the time of launch:**

- Only critical, mandatory fields must be completed.



**Please disseminate this important  
information to your colleagues, PIs,  
Students, etc.!**



## Questions?

- ▶ Sign up for eIRB 101! <https://irb.upenn.edu/events-calendar/>
- ▶ For more info please visit: <https://irb.upenn.edu/eIRB>

