

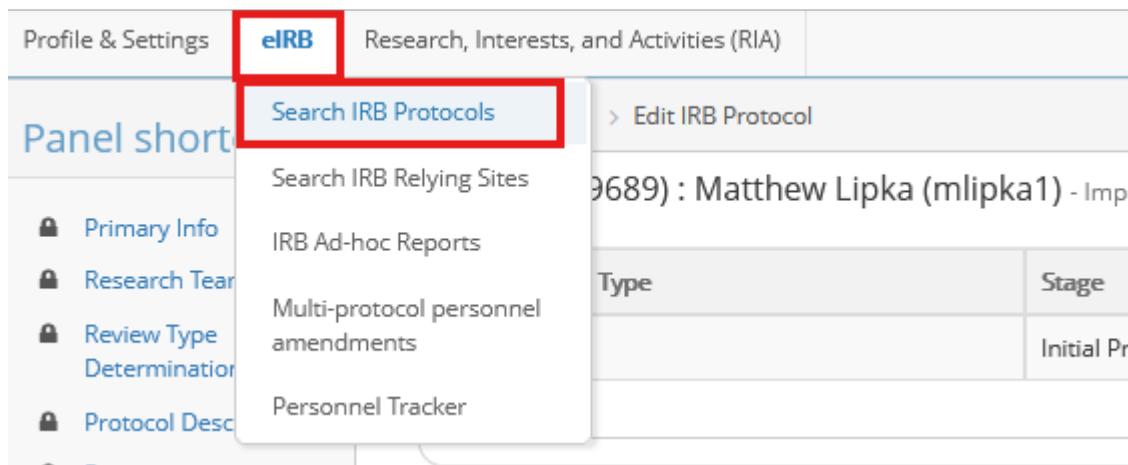
Penn eIRB Overview: Searching and Reporting

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How to Search

1. Log into eIRB with your Penn Key and password.
2. The system should take you to your Tasks menu automatically. Navigate to the Search menu by going to the menu at the top, hovering over eIRB, and then select Search IRB protocols.



The screenshot shows the eIRB interface. At the top, there are three main menu items: 'Profile & Settings', 'eIRB' (which is highlighted with a red box), and 'Research, Interests, and Activities (RIA)'. Below the menu, on the left, is a sidebar with several options: 'Primary Info', 'Research Tear', 'Review Type Determination', and 'Protocol Desc'. A 'Panel short' section is also visible. In the center, a dropdown menu is open, with 'Search IRB Protocols' highlighted by a red box. Other options in the dropdown include 'Search IRB Relying Sites', 'IRB Ad-hoc Reports', 'Multi-protocol personnel amendments', and 'Personnel Tracker'. To the right of the dropdown, there is a list of protocols, with one entry partially visible: '9689) : Matthew Lipka (mlipka1) - Imp.'. Below this list is a table with columns 'Type' and 'Stage', showing one row with 'Initial Pr' in the Stage column.

Search for the protocol number in the Protocol # or Title field. When it pops up, select it and it will automatically open the protocol in the same window.

You may also use the Filter Search Panel fields to filter the list of protocols in the search menu. When filtering, eIRB will search for protocols meeting the filter criteria and displaying a list of protocols.

NOTE: eIRB will only show you protocols for which you have permissions to view. For research staff, this means that it will only show you protocols on which you are listed.

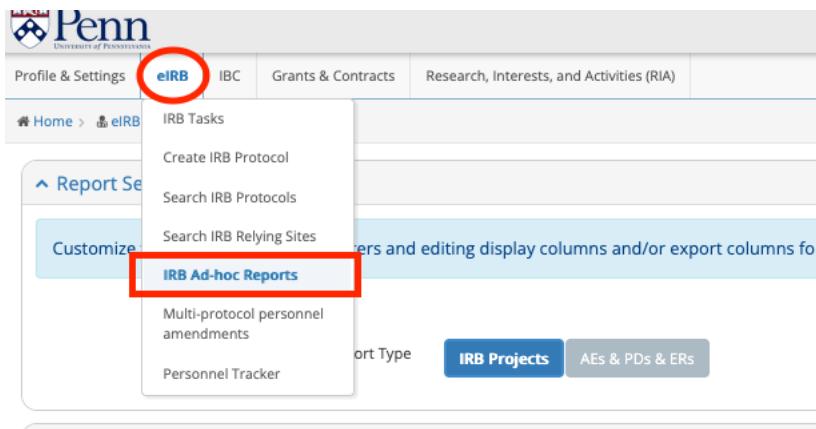
Protocol # or Title

Filter Search

PI/Co-PI	Sponsor
<input type="text" value="Start typing..."/>	<input type="text" value="Start typing..."/>
Current Stage	Latest Status
<input type="text" value="Select one"/>	<input type="text" value="Select"/>
Research Team Member	Department <small>?</small>
<input type="text" value="Start typing..."/>	<input type="text" value="Select one"/>
School	Short Title
<input type="text" value="Select one"/>	<input type="text" value="Select"/>
Special Populations	Review Type
<input type="text" value="Select"/>	<input type="text" value="Select"/>
<input type="checkbox"/> Include Inactive <input type="checkbox"/> Include archived protocols <input type="checkbox"/> Is this FDA protocol? <input type="checkbox"/> Has Amendment Withdrawal version?	
Add Additional Filter	

How to Report

1. Log into eIRB with your Penn Key and password.
2. The system should take you to your Tasks menu automatically. Navigate to the IRB Ad-Hoc Reports menu by going to the menu at the top, hovering over eIRB, and then select IRB Ad-Hoc Reports.

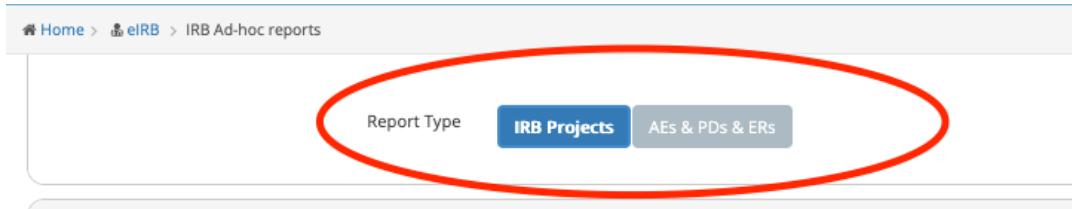


In the Report Settings Panel, under Report Type, there are two reports available to research staff. These are IRB projects and AEs & PDs & ERs.

The IRB Projects report allows reporting at the protocol level. It also allows reporting at the stage level for initial, amendment, and continuing review submissions.

The AEs & PDs & ERs Report allows reporting of protocol updates, namely reportable

events, deviations, and exceptions.



In the Filters panel, you may filter the report list through the various filters. After selecting your filters, click Search at the bottom of the Filters panel to narrow the results.

A screenshot of the 'Filters' panel. It contains numerous search and filter fields. The 'Review Type' field is circled in red. Other fields include 'Protocol # or Title', 'PI/Co-PI', 'Current Stage', 'Application Type', 'School', 'IRB Administrator', 'Funding Status', 'Special Populations', 'Is Student Project', 'Submitted Between', 'Device Name', 'Short Title', 'Sponsor', 'Latest Status', 'Research Team Member', 'Department', 'IRB Admin Unassigned', 'Funding Project ID', 'Closure Request Status', 'Type of Student Project', 'Approved Between', and 'RIS #'. Each field is represented by a text input or dropdown menu.

Once you have filtered based on your specifications, select Download Reports, if you want to download a spreadsheet of the results.

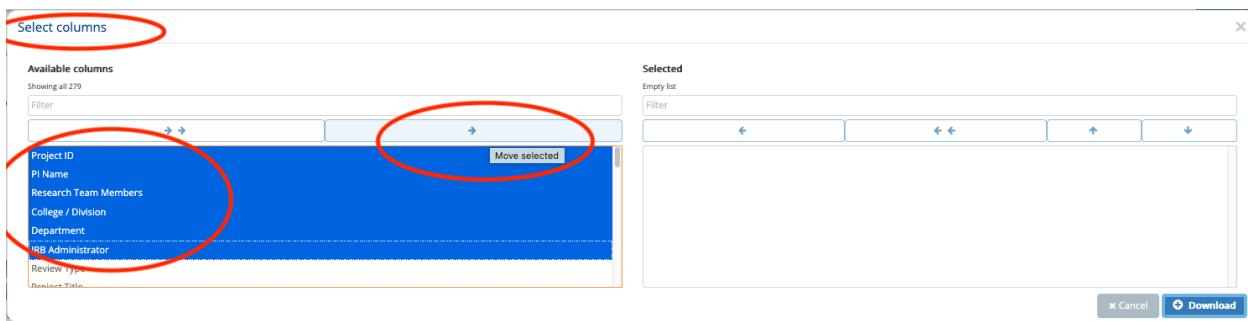


Showing 1 to 10 of 21 search results.

Protocol ID	PI Name	Title
26-0025	Demo PI	siRB Demo
11-0061 (814309)	Anne R Cappola (acappola)	Ghrelin in Frail Elderly Subcutaneous Dose Finding Study
25-2119	John Plastaras (plastaj)	Test allowed to work on protocol
25-2091	Elise A Chong (chongel)	A Phase 2 Trial of Radiation Therapy with Vancomycin for large B-cell Lymphoma Patients Undergoing CART Therapy
25-2090	Diane P Pinder (pinder)	Effect of Bevacizumab and Pembro on Asymptomatic Radiotherapy-induced Brain Injury
25-2089	Beata Zawadzka (beata)	High-Dose Intravenous Methylprednisolone for High Eosinophilic Asthma and COPD Exacerbations in the Emergency Department
25-2087	Diane P Pinder (pinder)	Effect of Bevacizumab on Asymptomatic Radiotherapy-induced Brain Injury
25-2086	John Plastaras (plastaj)	Copied from: test aav1
25-2084	John Plastaras (plastaj)	test aav1
25-2083	lessica Yoos Researcher	Test 25.21

Select the columns you want to be reported in your spreadsheet.

Once you have selected the fields you want, click the arrow to move them into the report.



Select columns

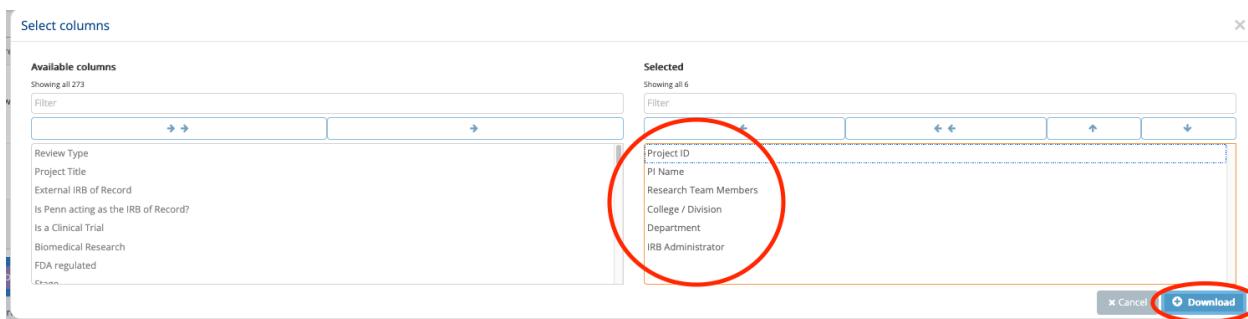
Available columns

Selected

Move selected

Cancel Download

Then click download.



Select columns

Available columns

Selected

Download

If you want to save the report you generated, go back to the Report Settings and click Create New Template.

Give it a name, and click Save.

When you return, you can select this report to regenerate.

Create New Template

Template Name*

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