eCompliance: IRB Forms
Quick User Guide
University of Missouri-Kansas City

This user guide was created to help navigate the eCompliance System:

- There is one IRB application to cover exempt, expedited, and full board studies.
- The IRB application is more encompassing to cover regulatory and institutional requirements.

1. Login to eCompliance using your UMKC SSO and Password

URL: https://umkc.ecompliance.umsystem.edu/login
2. Select the Institutional Review Board tab.

3. Select the primary type of research in which you are involved
4. Select IRB Forms from the eCompliance Dashboard

5. Applications:
   *Select the application type – there are more specific types of applications than previously available in eProtocol.
6. Navigating the IRB Application:
   a. The IRB application for exempt, expedited, and full board research starts with 4 sections.
### 2. Contact Information (Read-Only)

**Principal Investigator**

<table>
<thead>
<tr>
<th>Name</th>
<th>Winders, Christopher R</th>
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</thead>
<tbody>
<tr>
<td>Job title</td>
<td>SR DIR PROGRAM/PROJECT OPS</td>
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<td>Department</td>
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### 3. Project Title

*If the study is externally funded or internally grant funded, this title should match the title on the grant/contract.*

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**FORM INSTRUCTION:** As you work through the form, you will be checking boxes that prompt additional questions. If you realize those additional questions do not pertain to your study, go back and uncheck the box that prompted those questions.

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**i. Section 1 covers adding investigators and entering the title. See below.**
i. Section 2 covers the investigator’s determination whether the study is exempt.

b. **Purple Arrows:** If you already know your project is not exempt, you can select the first checkbox. In addition, if after you peruse the exempt categories and determine your project is not exempt, you will check “none apply”, then “save and continue”.

c. Additional sections will populate for expedited and full board studies after you hit “save and continue”. See below.
d. If you select an exempt category because you determined the project is likely exempt, additional questions will populate under the “exempt determination” section (captured below are just a few sample questions). There are only 4 sections for exempt research. The only document required to be uploaded to “attached files” on exempts is the funding proposal if the study is federally funded.

2. Please answer the following questions regarding your exempt project.

A. Provide a description of your project.

B. Describe what subjects will be asked to do.

If this is an observational study or review of existing data only, please state this.

C. Explain how your project fits into the exempt category(ies) you selected above.

e. For expedited and full board studies, complete each section. The revised application has many dependent questions. For example, if you select “no” to this question, you will not see any additional questions regarding clinical trials (see below):

5. Is this a clinical trial?

A clinical trial is defined as a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.

Click here for guidance on making this determination, if unknown.

- Yes
- No

f. If you mark “yes” to this question, additional questions will populate (see below):
g. The IRB also utilizes sub-forms. These are triggered within the “completion of required sub-forms” section (see below). An “additional forms” section will generate if you mark an item within this section that pertains to your study.
h. The “additional forms” section is where you will access the sub-forms (a list will populate based on what you checked in the “completion of required sub-forms” section).
   i. Click edit/update to complete the sub-form. You will need to “submit” the sub-form when completed to attach it to the application.

Additional forms are required

<table>
<thead>
<tr>
<th>Complete?</th>
<th>Additional form</th>
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<tbody>
<tr>
<td></td>
<td>Biohazardous Materials Subform</td>
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<td>Blood/Plasma/Tissue Samples Subform</td>
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<td>Children Subform</td>
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<td>Cold Isotope Subform</td>
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<td>Devices Subform</td>
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<td>Drugs &amp; Biologics Subform</td>
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<td>Exception from Informed Consent for Planned Emergency Research Subform</td>
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<td>Incompetent Persons Subform</td>
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   i. Attached Files – This is where you would attach any applicable submission materials (scripts, recruitment materials, consent forms, etc.)

j. Once you have uploaded all attachments click save and continue
   • If your application is not complete (missing responses to required sections) you will be directed to a page that notes your application is not complete and lists (hyperlinks to those sections)
k. Once you have completed all the necessary sections/questions you will be able to submit your application.
1. With each new application you will need to submit your Principal Investigator Assurance. At this screen click “Go to Dashboard”

m. You will be taken to the Dashboard. Here you click on Institutional Review Board
n. You will be taken to the IRB page where you can click PI Assurance

![Image of PI Assurance page]

o. On the PI Assurance page, click Submit my decision for the application you are currently working on

![Image of PI Assurance page with focus on Submit my decision]

p. You will be prompted with 3 questions to respond to then click Submit my decision

![Image of PI Assurance page with questions and submit button]
7. Checking Status of Submissions
   a. From your home page click on Institutional Review Board

   ![Image of UMKC eCompliance interface](image)

   b. You will be taken to the following page. Click on Check project status

   ![Image of Institutional Review Board page](image)
c. You will be taken to this page where you can see all your projects in their various stages.