Initial submission

1. Log in to https://umkc.keyusa.net
2. If you are not currently registered in the system click on "Register"
    a. Username format – last name first initial or last name first and middle initial
        i. A username and password will be emailed to you
3. Once logged in you are at your home page (Research Staff). From there you are able to create a protocol
    a. If you are entered into eProtocol with more than one role, place your cursor over the eProtocol tab in the upper left corner, then over Investigator.
4. Follow page prompts and enter relevant information as one would on the paper application.
    a. Moving your cursor over the tabs at the top of the page will display the relevant sections of the application. You may also navigate through the application by clicking next.
5. Once you believe you have completed the application click Check for Completion on the menu panel.
    a. The system will check for completeness and notify you of sections you must complete to submit, if applicable.
6. The identified PI must be logged in to "check" the obligations section.
7. Click Submit Form on the menu panel.
    a. In the pop-up box, click "Yes" to submit the IRB Protocol.
8. You will receive an email confirming submission of the application.

Making requested revisions

1. You will receive an email notification from eProtocol identifying that there have been comments received back from the IRB.
2. Log in to https://umkc.keyusa.net.
3. Select the "Comments Received (Cycle 1)" link for the protocol number referenced.
4. Respond to each individual comment in the response box. As applicable you must modify the application accordingly.
5. To change the application, click the "Get Protocol" button.
    a. Select "Edit"
    b. Go to the relevant section of the application to make the requested revisions.
    c. Save the application.
    d. Close out of the application screen.
6. At the Investigator Comments screen, select "Submit to IRB"
    e. Select "OK" in the pop-up box.

Instructions on how to obtain the approval letter

1. You will receive an email stating the protocol has been approved.
2. Log in to https://umkc.keyusa.net
3. Scroll down to the Approved Protocols section.
4. Click on the Protocol ID link of the application in question.
5. In the pop-up box, click "Open in View Mode", click the OK button.
    a. Click the "Event History" option on the menu panel
    b. Select Approval Letter.

Amendment

1. Log in to https://umkc.keyusa.net.
2. Select the Protocol ID number that needs to be amended.
3. Select Start Amendment
   a. Amendment application screen will be launched. Complete the amendment application screen and click "Next"
   b. Select the relevant section(s) that will be changed.
   c. Make the change within the application.
   d. Click on the Obligations tab on the menu panel and check the box at the bottom to confirm.
   e. Click Submit form.
   f. Click "Yes" in the Confirmation pop-up box to submit the amendment.
4. Possible email notifications:
   a. If the IRB has questions/comments you will receive an email that you have received comments from the IRB.
   b. If your application is approved without required revisions you will receive a notification your amendment has been approved.
5. If application revisions are necessary, log into the system and select the application in question.
   a. Respond to any comments made by the IRB.
   b. Go to the relevant section of the application to make the requested revisions.
   c. Click on "Submit to IRB".
   d. Click "OK" in the pop-up box.

Continuing Reviews

1. Log in to https://umkc.keyusa.net.
2. Select the protocol due for a Continuing Review.
3. In the pop-up box select "Start Continuing review".
4. Complete the Continuing Review application.
   a. Click "Next".
   b. Revise the relevant section(s) of the application that need to be modified.
   c. Click on the Obligations tab on the menu panel and check the box at the bottom to confirm.
   d. Click Submit form.
   e. Click "Yes" in the Confirmation pop-up box to submit the amendment.
5. Possible email notifications:
   a. If the IRB has questions/comments you will receive an email that you have received comments from the IRB.
      i. If application revisions are necessary, log into the system and select the application in question.
         1. Respond to any comments made by the IRB.
         2. Go to the relevant section of the application to make the requested revisions.
         3. Click on "Submit to IRB".
         4. Click "OK" in the pop-up box.
   b. If your application is approved without required revisions you will receive a notification your amendment has been approved.
      i. Obtain the approval letter through the event history, or respond accordingly to the IRB's comments.

Final Report

1. Log in to https://umkc.keyusa.net.
2. Select the Protocol ID in question.
3. Select "Start Final Report Form" and click "OK".
4. Complete the Final Report Form and click "Continue".
   a. You must be able to click "Yes" to all of the questions in order to complete the Final Report.