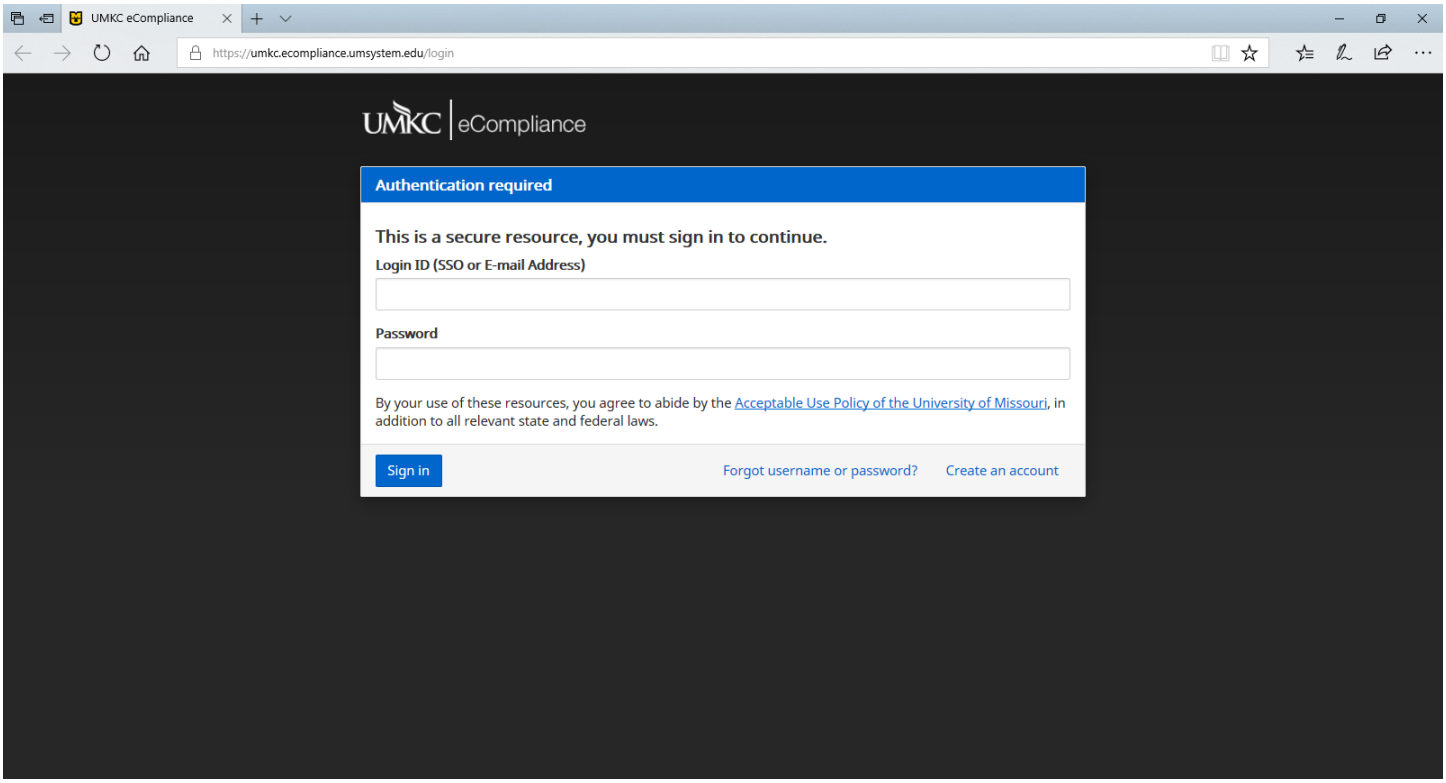
eCompliance: IRB Forms
Quick User Guide
University of Missouri-Kansas City

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

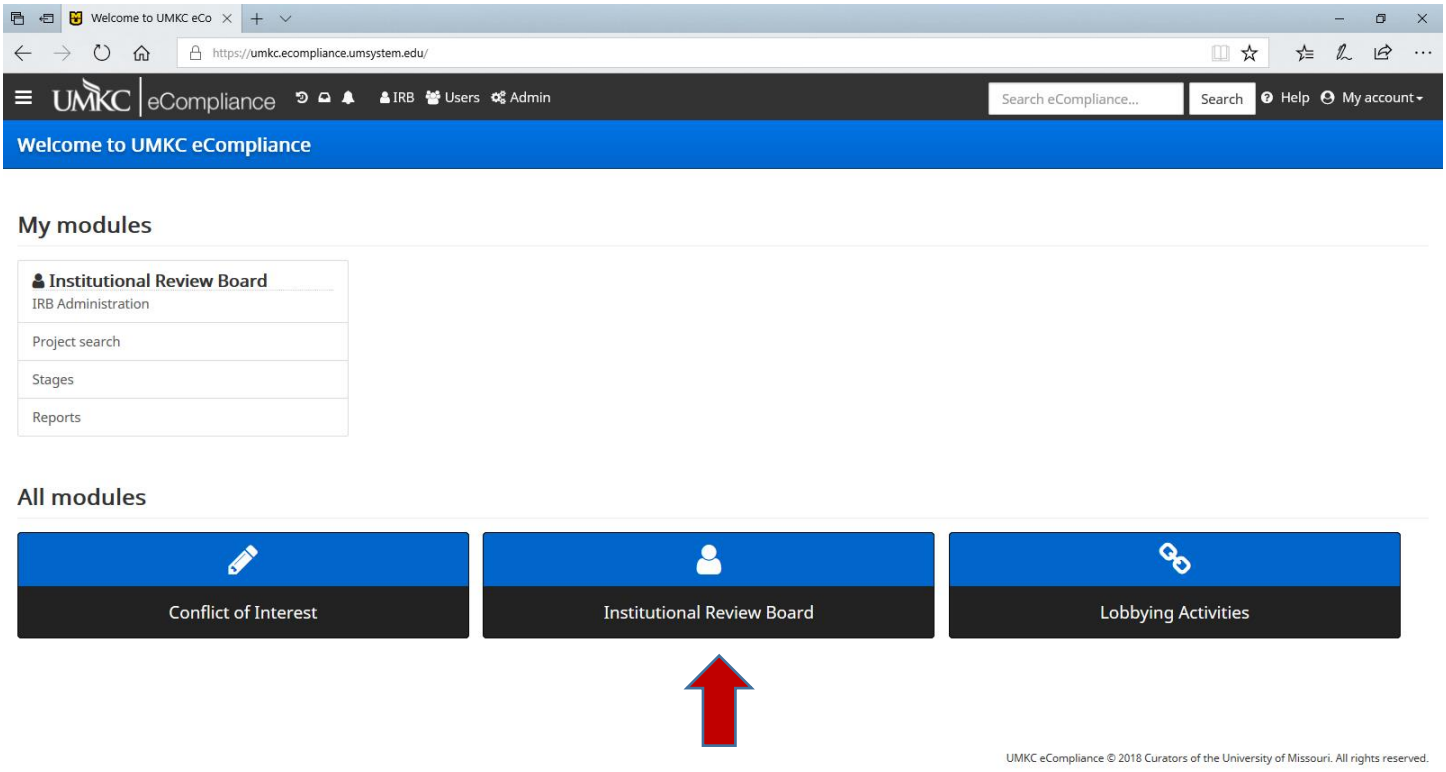
- **There is one IRB application to cover exempt, expedited, and full board studies.**
- **The IRB application is more encompassing to cover regulatory and institutional requirements.**

1. **Login to eCompliance using your UMKC SSO and Password**

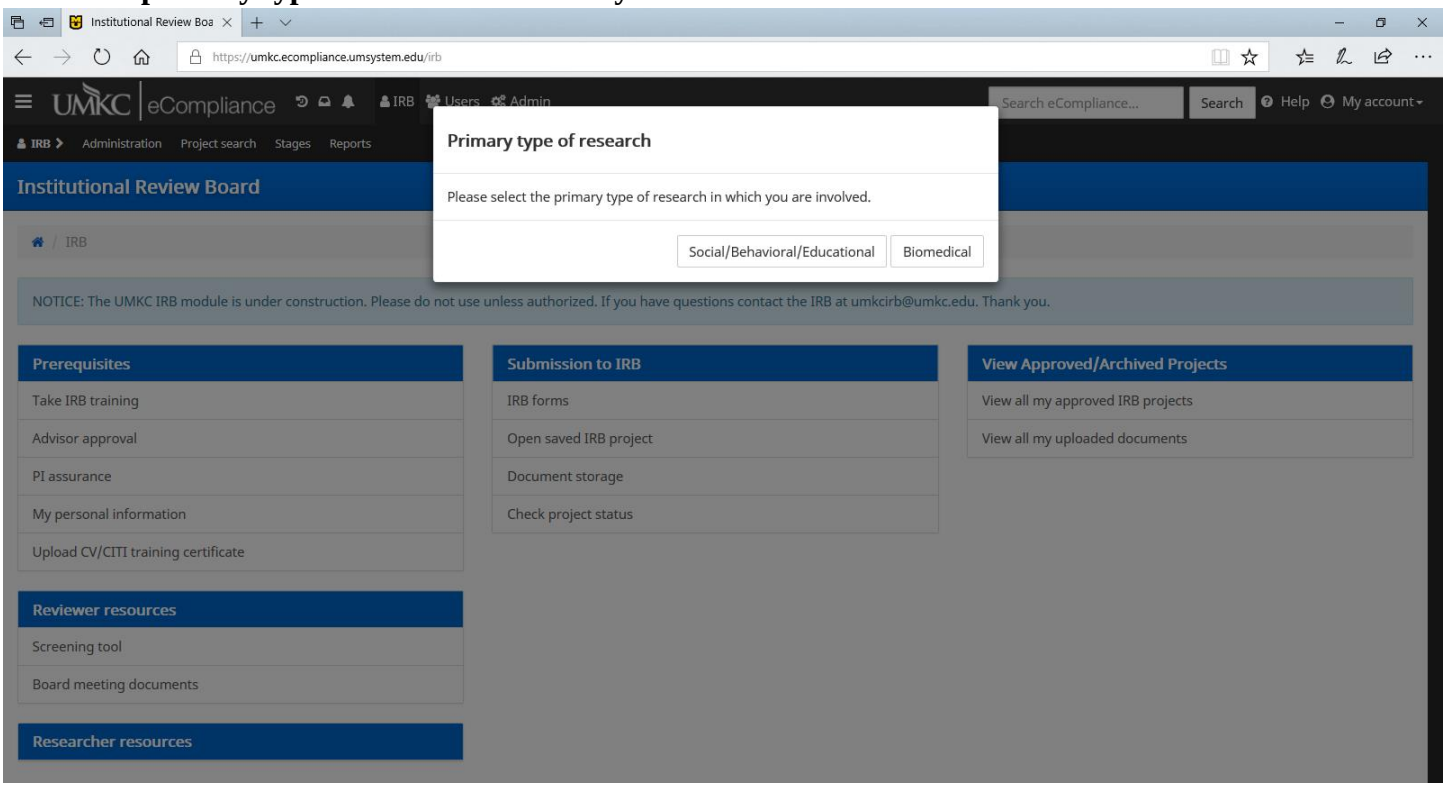
   URL: https://umkc.ecompliance.umsystem.edu/login



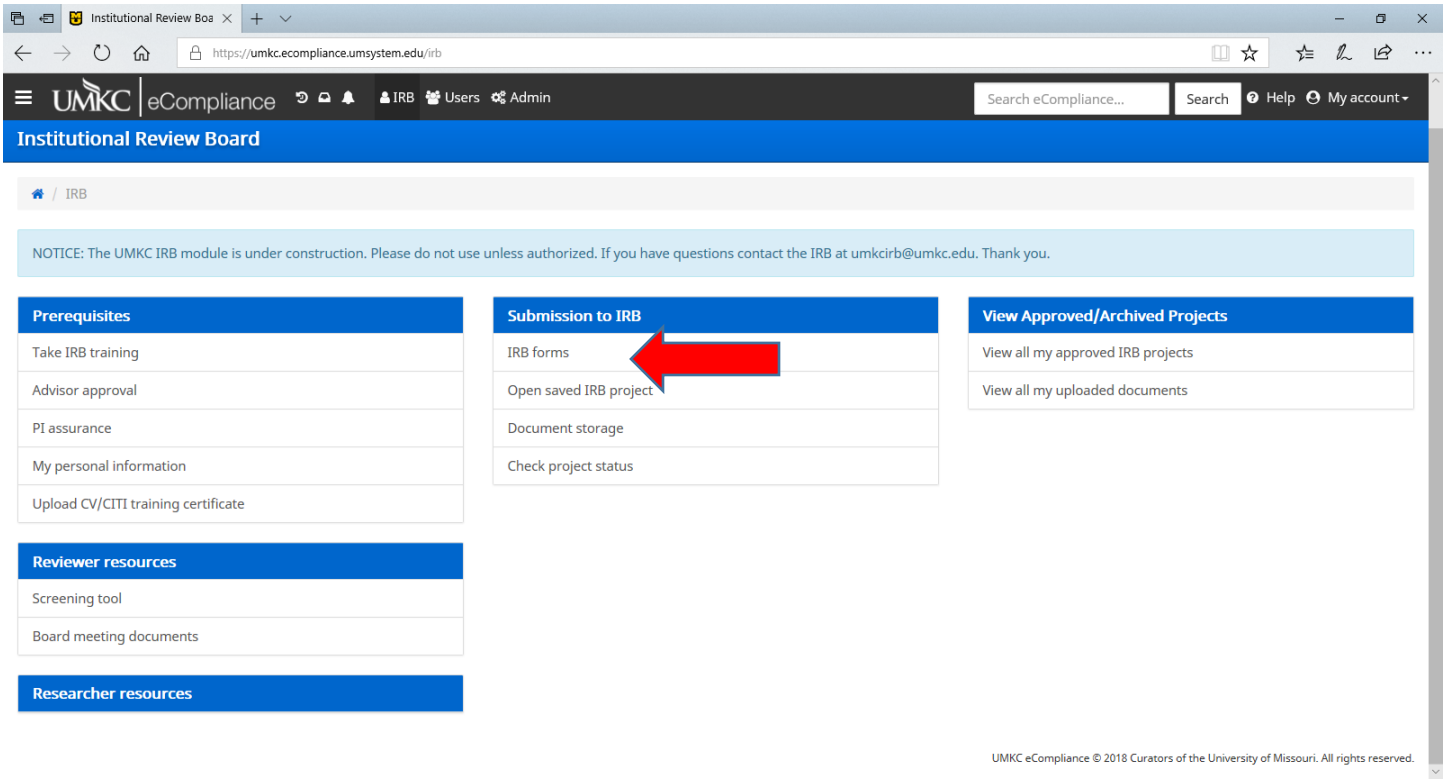
2. **Select the Institutional Review Board tab.**



3. **Select the primary type of research in which you are involved**

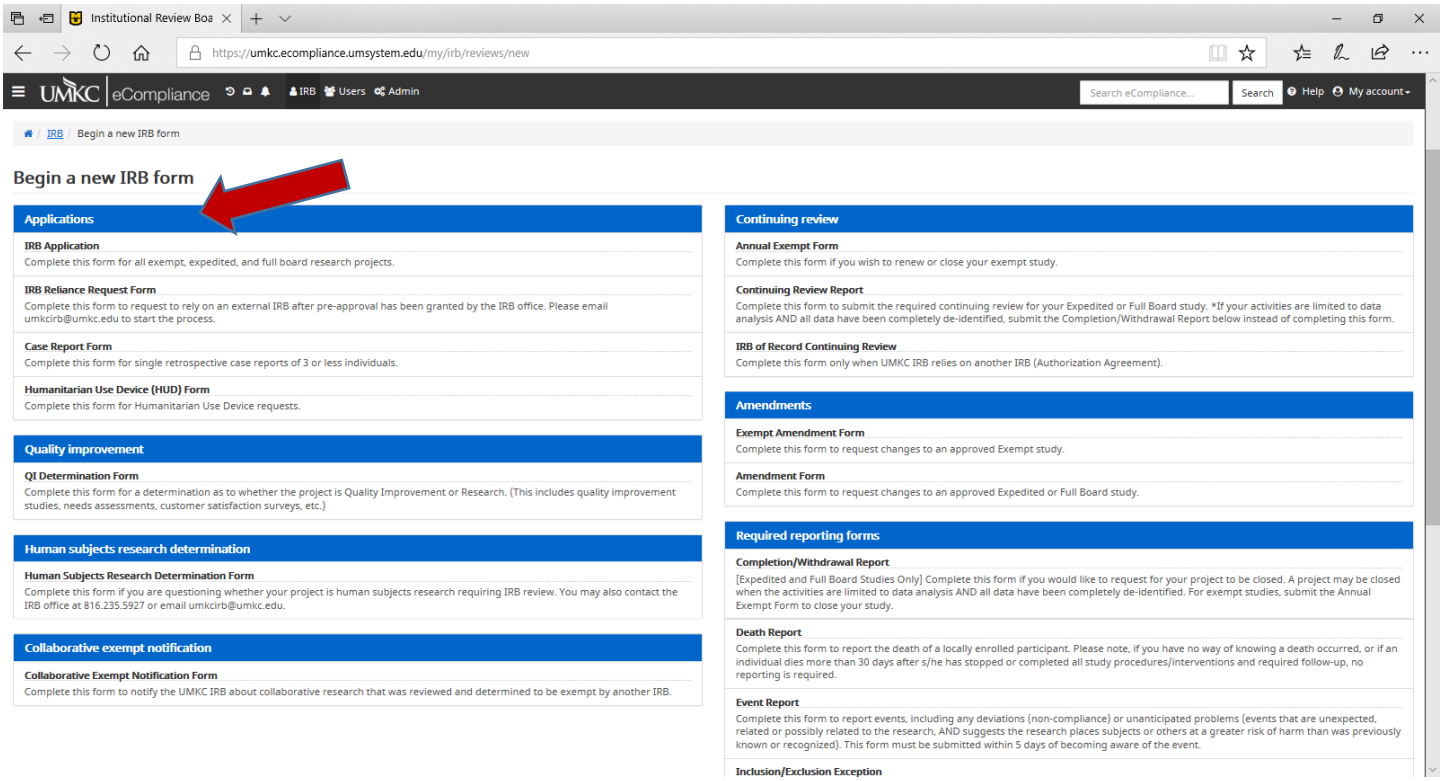


4. Select IRB Forms from the eCompliance Dashboard

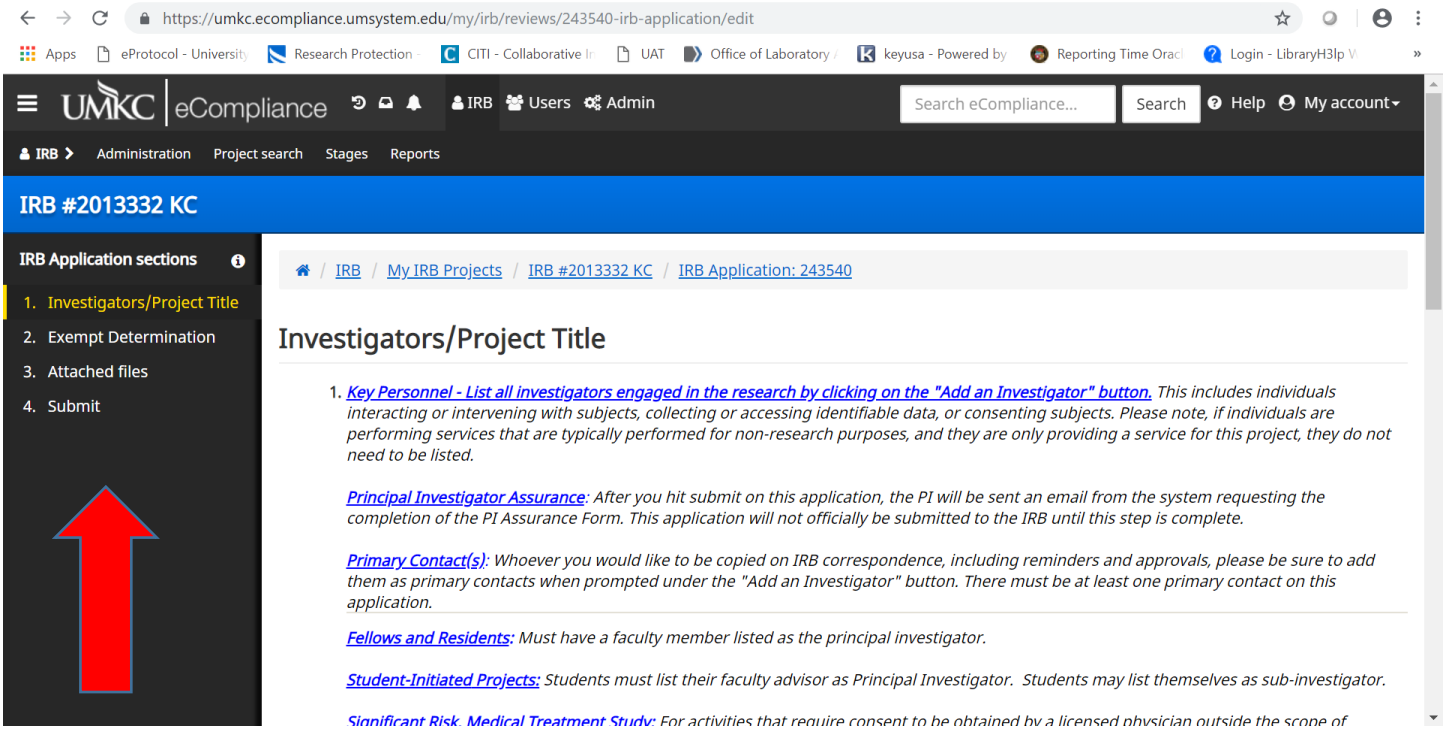


5. Applications:

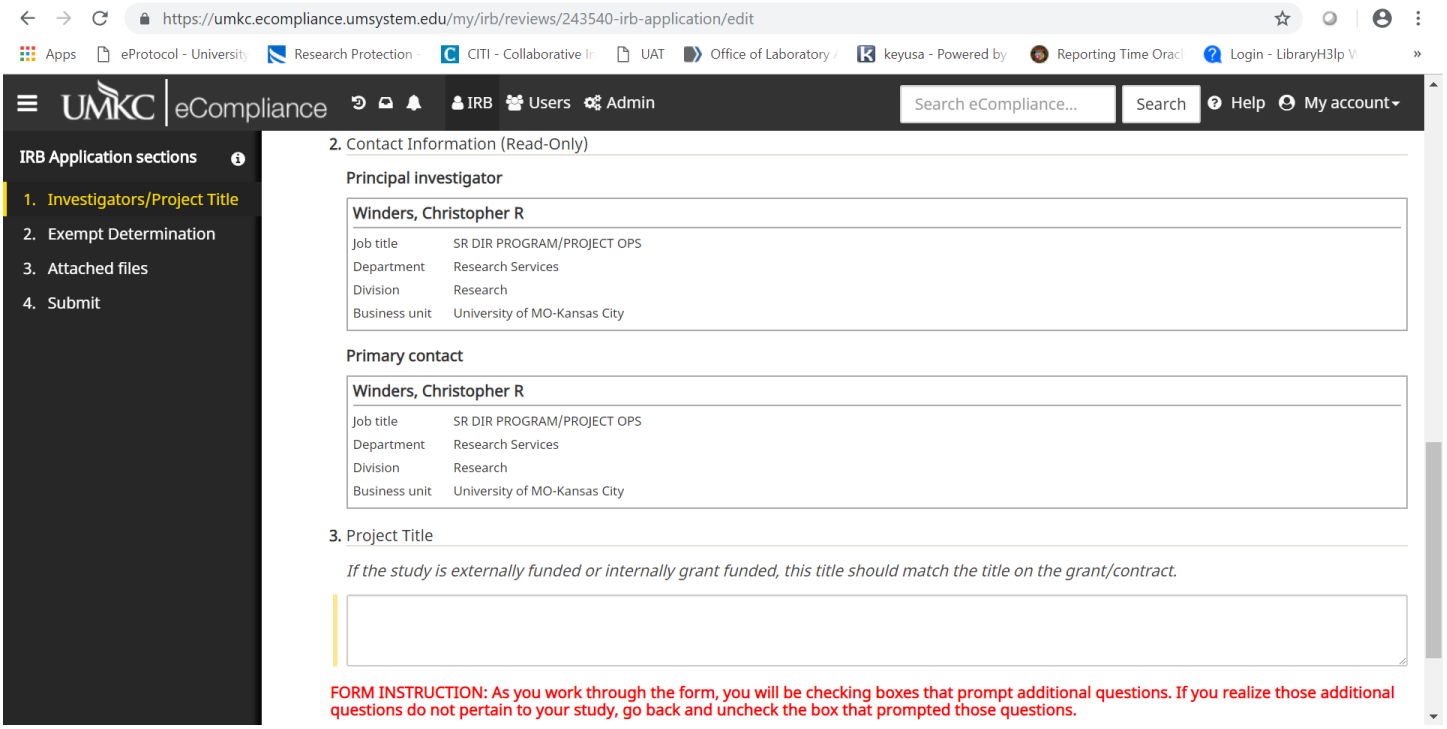
***Select the application type – there are more specific types of applications than previously available in eProtocol.**



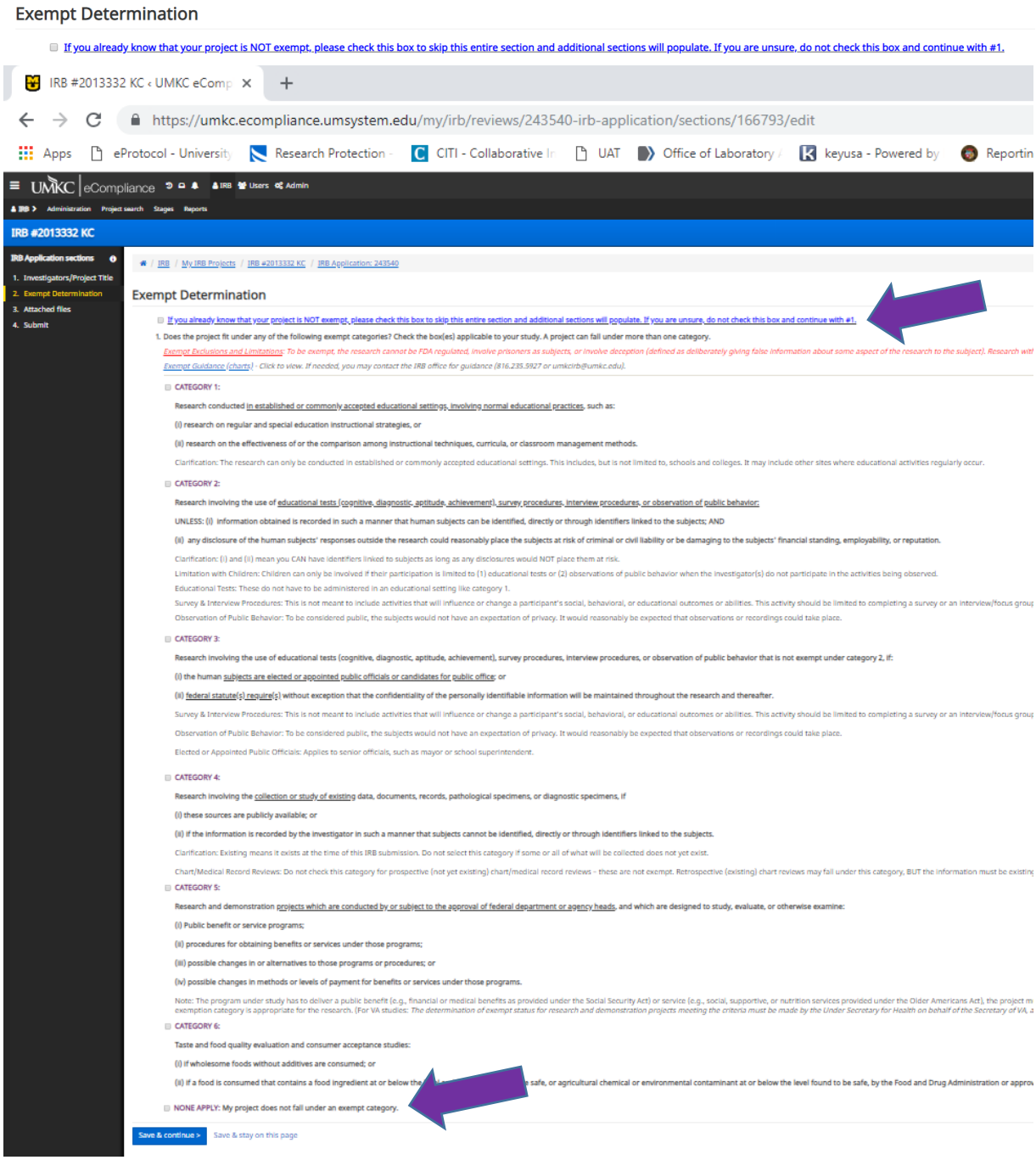
6. **Navigating the IRB Application:**
    a. **The IRB application for exempt, expedited, and full board research starts with 4 sections.**



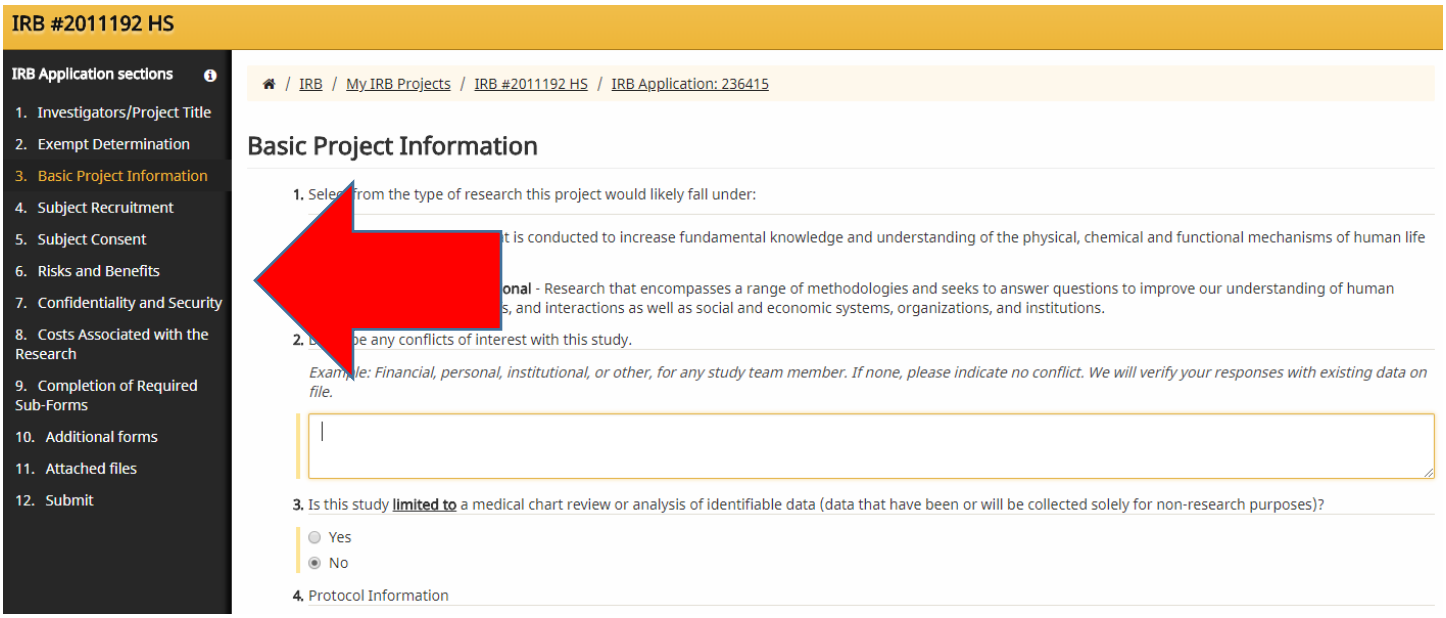
i. Section 1 covers adding investigators and entering the title. See below.



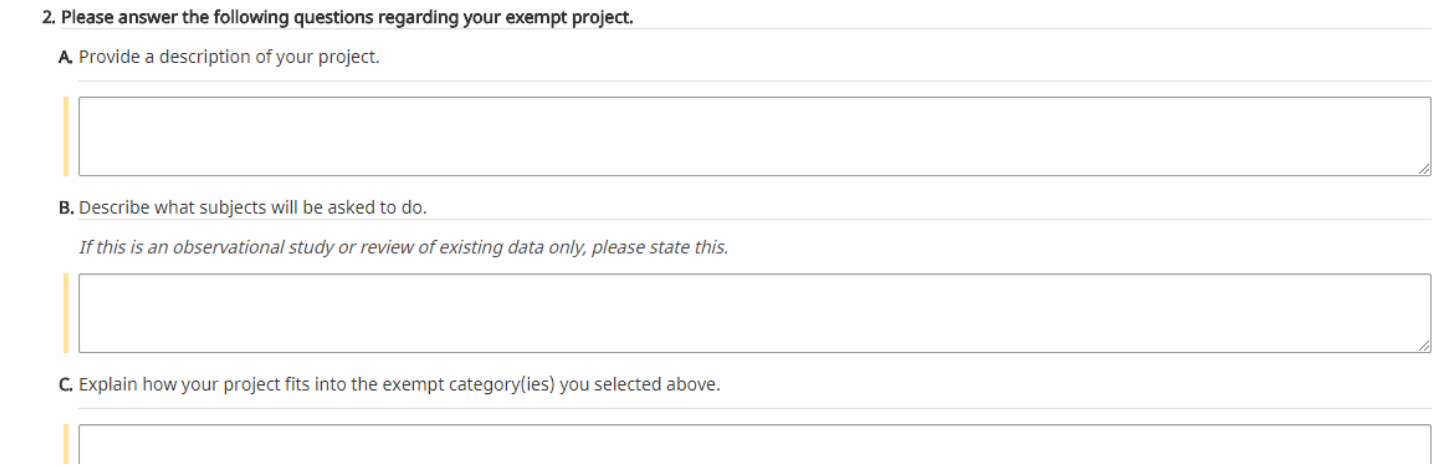
i. **Section 2 covers the investigator's determination whether the study is exempt.**



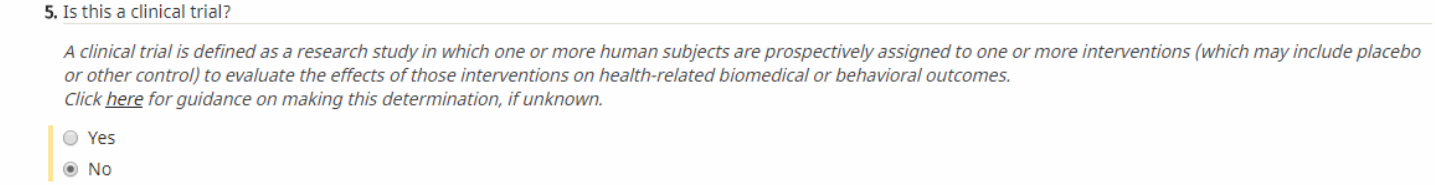
b. **Purple Arrows: If you already know your project is not exempt, you can select the first checkbox. In addition, if after you peruse the exempt categories and determine your project is not exempt, you will check "none apply", then "save and continue".**
c. **Additional sections will populate for expedited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



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):



f. If you mark "yes" to this question, additional questions will populate (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

6. Has the study been registered on clinicaltrials.gov?

- (•) Yes
- ( ) No

7. If yes, provide the NCT number here:

8. Select the clinical trial phase:

9. Is there a clinical investigational drug brochure (CIDB)?

- (•) Yes
- ( ) No

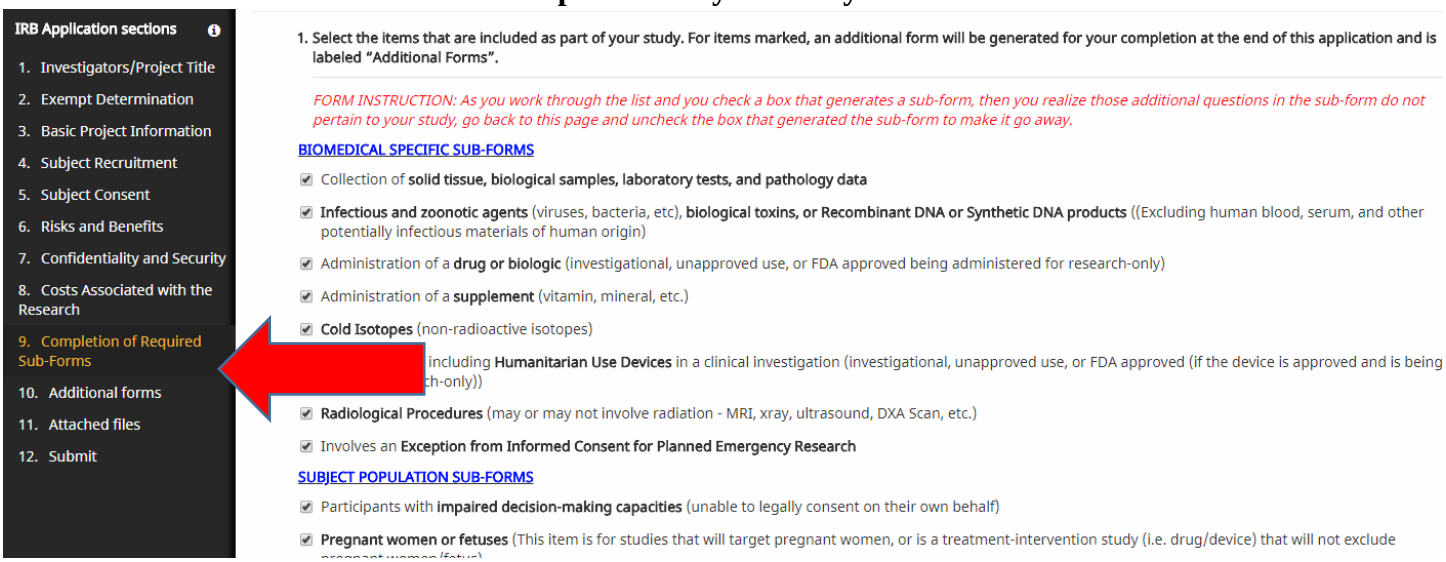
10. CIDB Information

+ Add new item

Edit

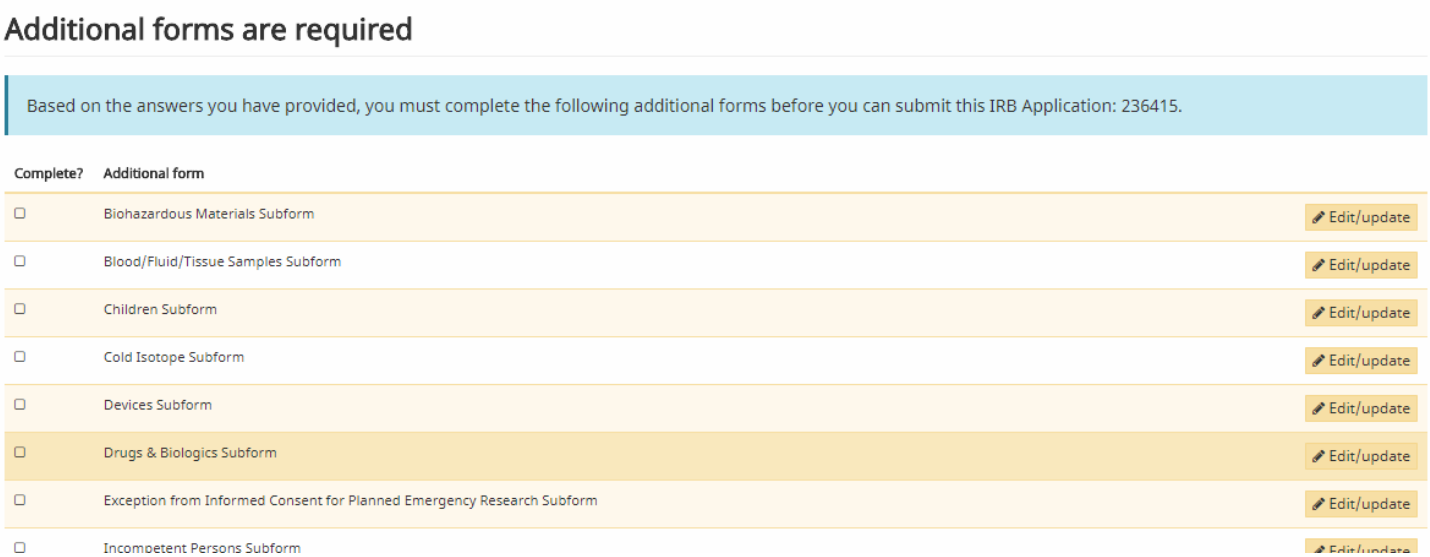
11. Powertrials

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.

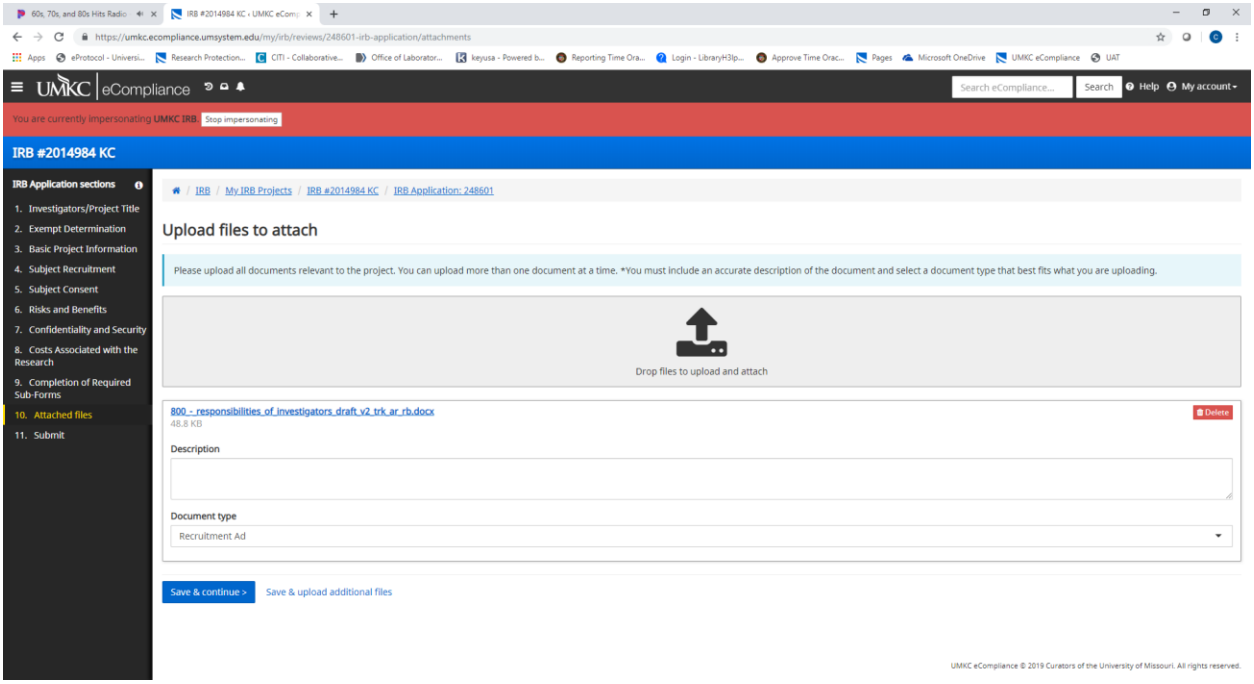


h. The "additional forms" section is where you will access the sub-forms (a list will populate based on what you checked in the "completion of required sub-forms" section).

i. Click edit/update to complete the subform. You will need to "submit" the subform when completed to attach it to the application.

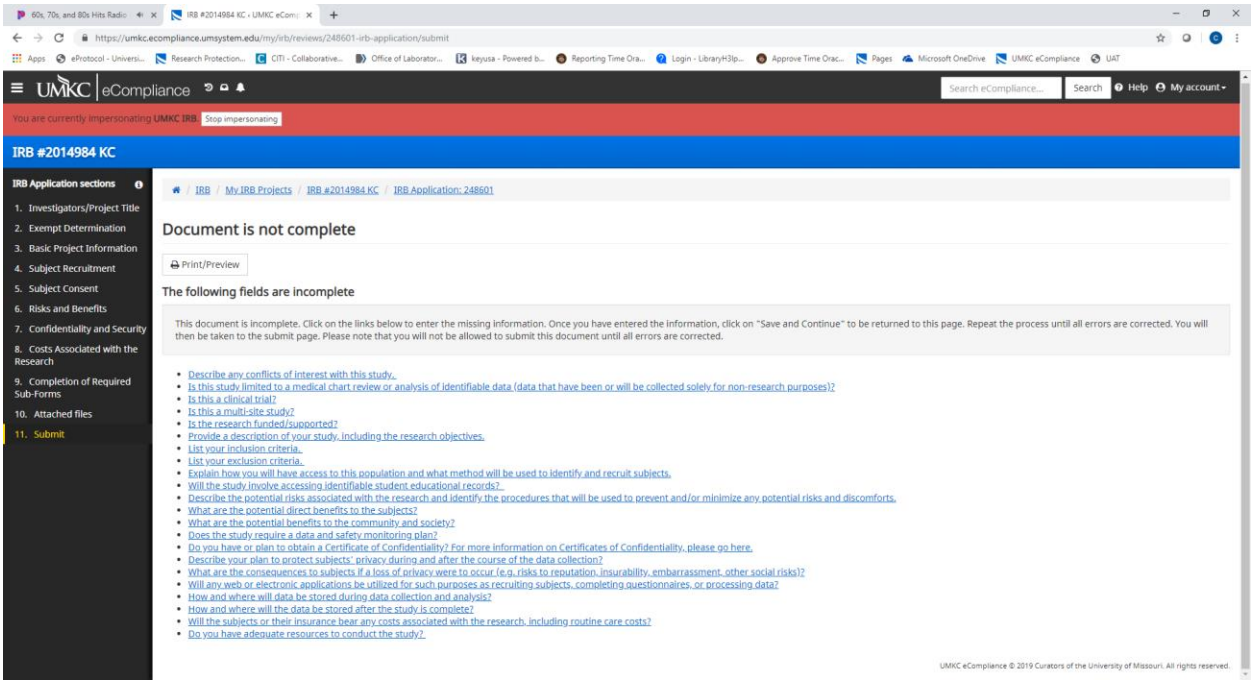


i. Attached Files – This is where you would attach any applicable submission materials (scripts, recruitment materials, consent forms, etc.)

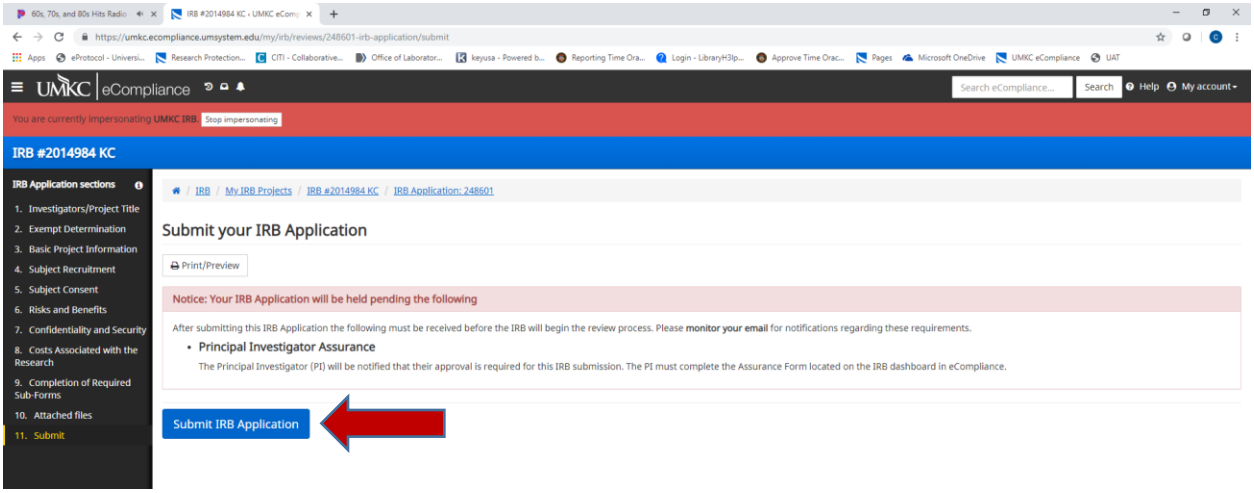


j. Once you have uploaded all attachments click save and continue

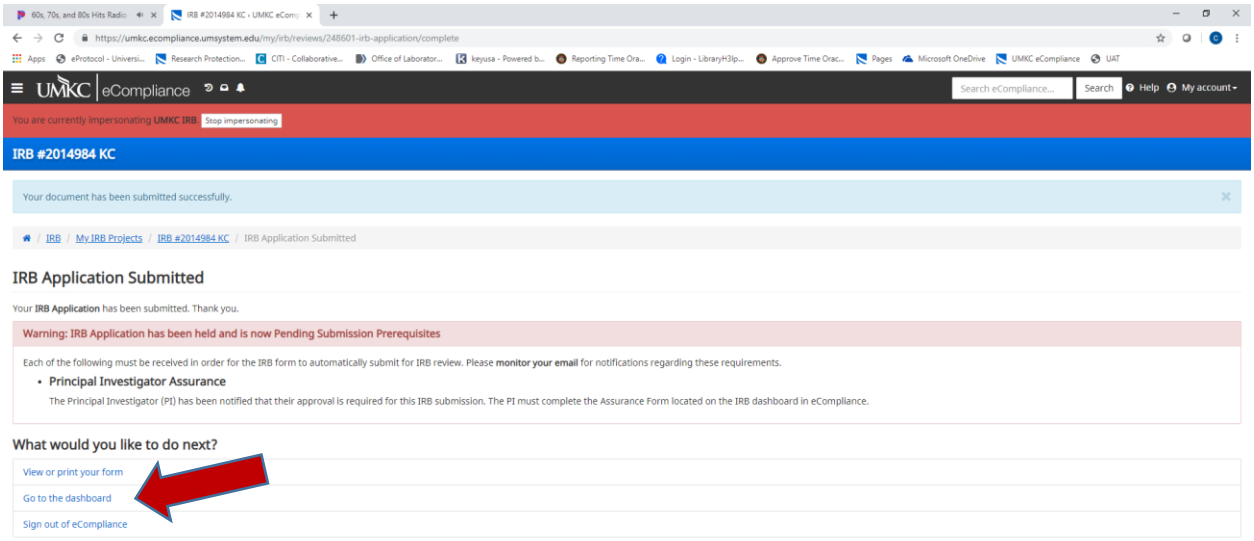
- If your application is not complete (missing responses to required sections) you will be directed to a page that notes your application is not complete and lists (hyperlinks to those sections)



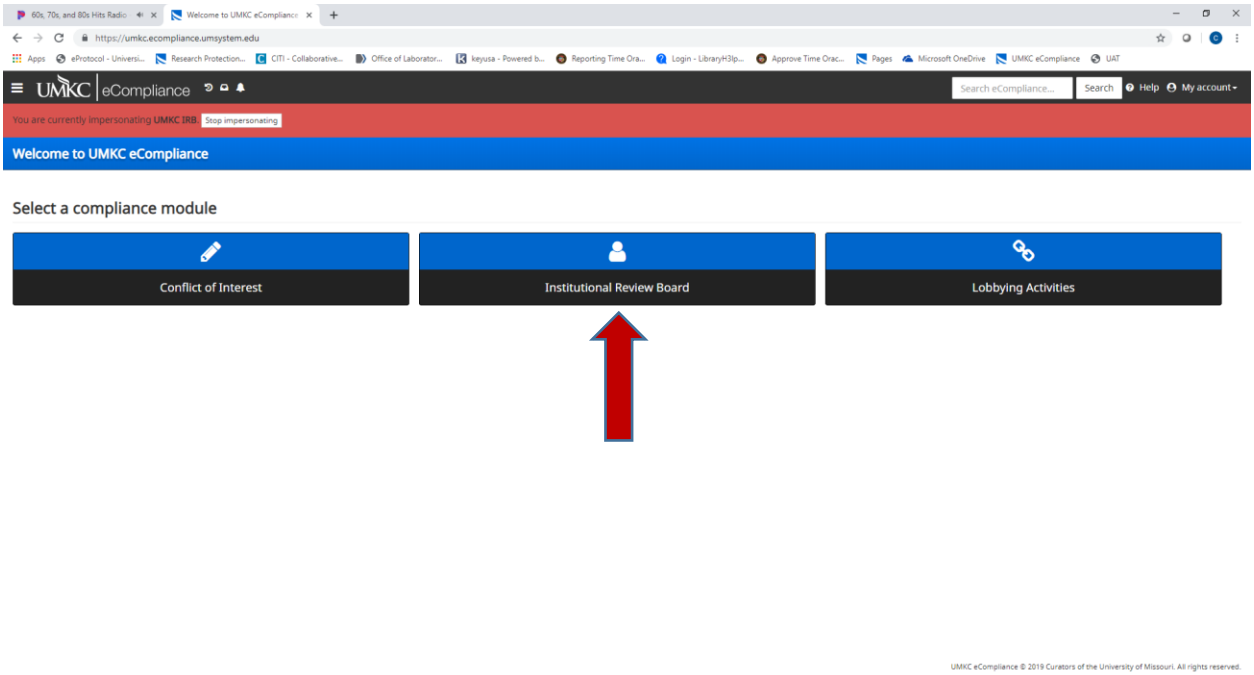
k. Once you have completed all the necessary sections/questions you will be able to submit your application.



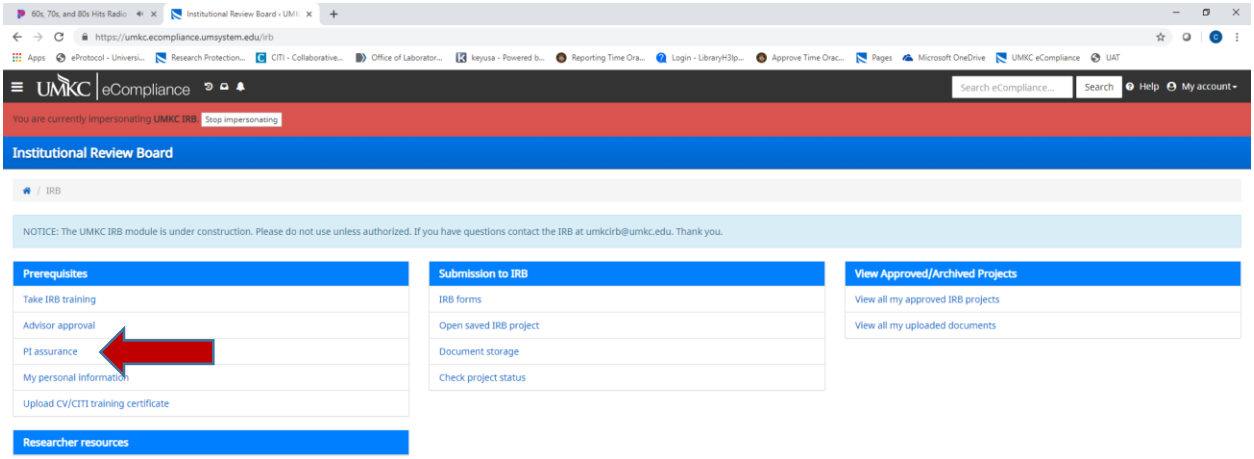
l. With each new application you will need to submit your Principal Investigator Assurance. At this screen click “Go to Dashboard”



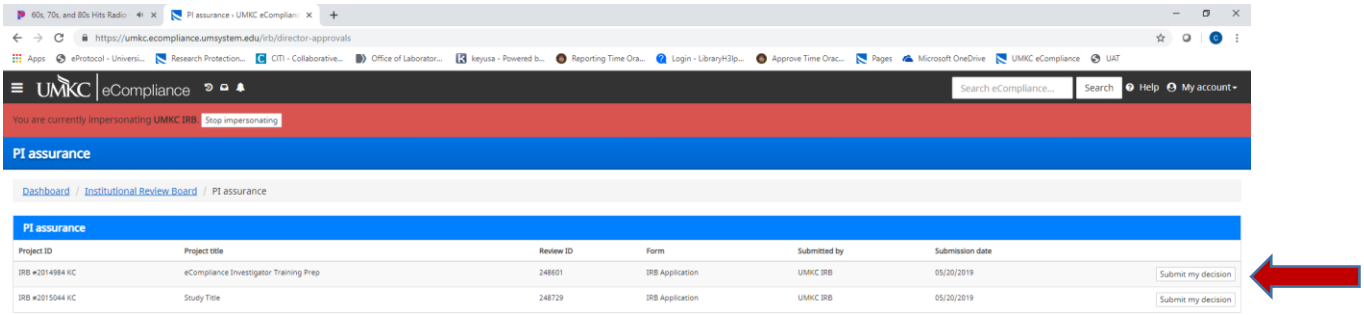
m. You will be taken to the Dashboard. Here you click on Institutional Review Board



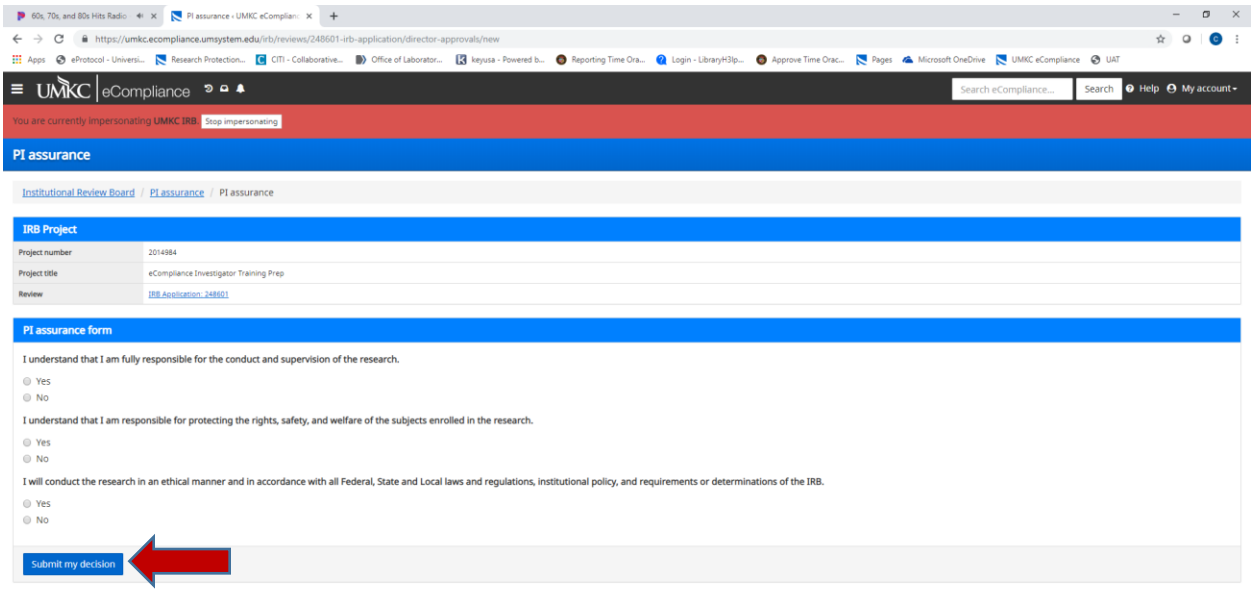
n. You will be taken to the IRB page where you can click PI Assurance



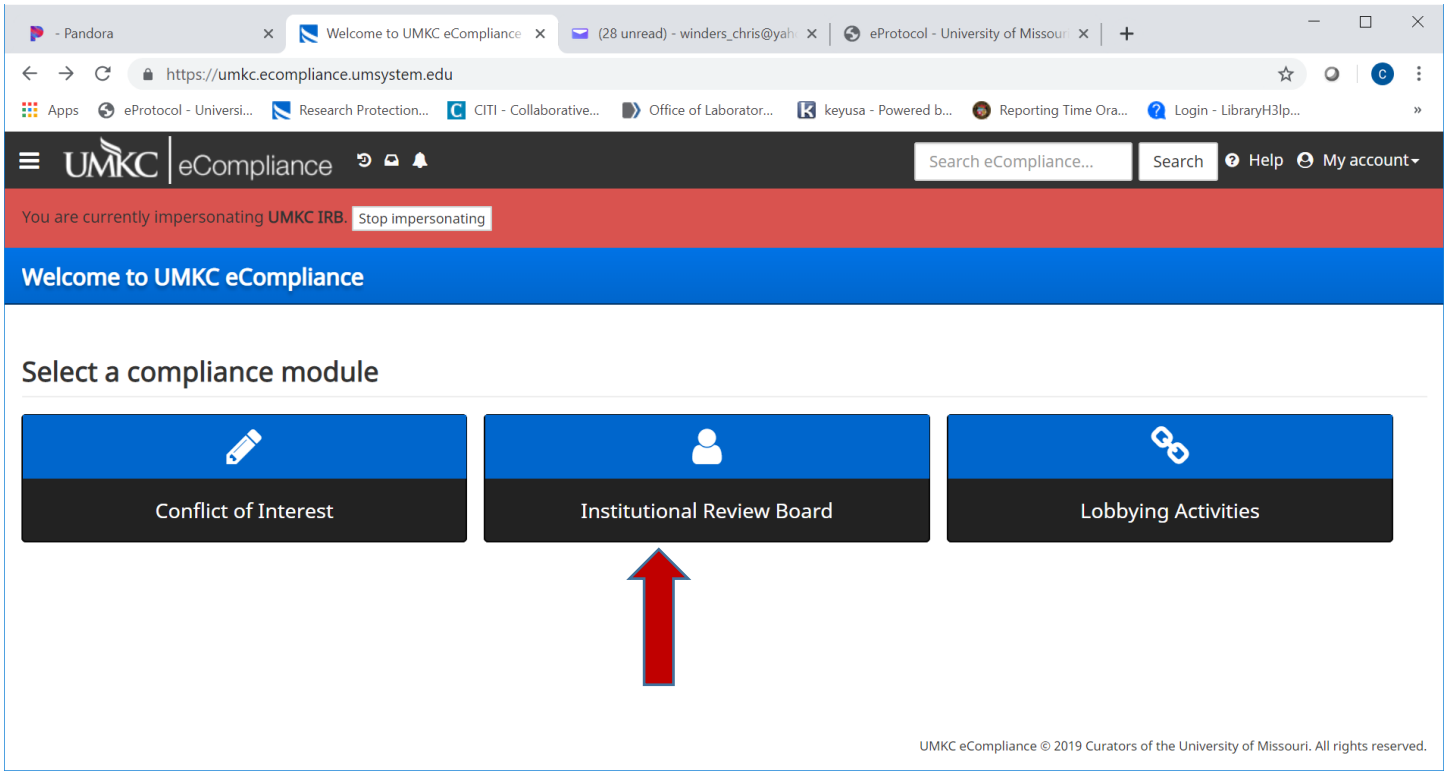
o. On the PI Assurance page, click Submit my decision for the application you are currently working on



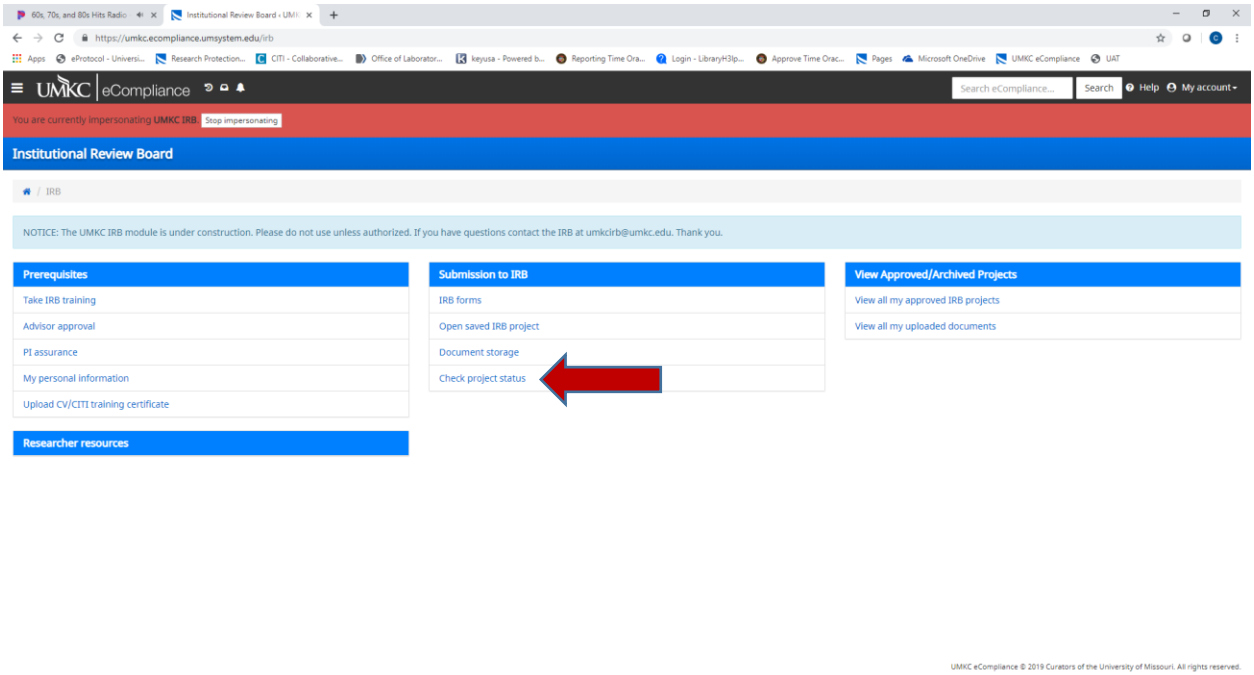
p. You will be prompted with 3 questions to respond to then click Submit my decision



7. Checking Status of Submissions
    a. From your home page click on Institutional Review Board



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



c. You will be taken to this page where you can see all your projects in their various stages