

Helpful Hints for IRB Submission via KC

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The following is a brief instruction to resolve some of the common problems researchers experience with KC. For a more detailed description please visit <http://kuali.wvu.edu/training/protocol-training/>

Protocol Numbers

1. Please *do not* use the document ID number to search for a protocol or request information from the IRB staff.
2. Instead, please *do* use the 10-digit number at the top of the protocol page when searching for a protocol or when making inquiries with the IRB staff or IT staff.

Cannot Edit Protocol Due to Being Locked Out

Sometimes, when two or more people are in the same protocol and using edit mode, one person will be locked out by the system to prevent edits being made at the same time on the same document. To release this lock, the person who created the lock will need to:

1. Login to KC;
2. Go to Pessimistic Lock under Quick Links on the main menu;
3. Click Search (you will not need to input any information);
4. If a search result appears, click delete;
5. This will delete the lock (not the protocol) and will allow the person who was previously locked out to edit the protocol.

Searches

To find a protocol that you were editing for submission, please do the following:

1. Login to KC;
2. Click Search Protocols;
3. Type the full, 10-digit protocol number in the first field;
4. If the protocol number is not available, you may also opt to put the last name of a research team member in the Investigator field surrounded by asterisks (e.g., *Smith*).

Submitting

The following is true of initial submissions, revision returns, amendments and renewals.

1. If anyone other than the PI is submitting (e.g., a graduate student or another researcher):
 1. Login to KC;
 2. Click Search Protocols and search for your protocol number;
 3. Click Edit to the left of your protocol number;
 4. Go to the Protocol Actions tab, then click show next to Request an Action;
 5. Click on the dropdown for Submission Type and select the only option available;
 6. Click the dropdown for Submission Review Type and choose the appropriate level of review for your protocol (this should match the review level on the Protocol tab);
 7. Click Submit;
 8. Inform the PI who will then need to go to the Protocol Action tab and click on the Approve button at the bottom of the page;
 9. Next go to the Protocol Actions tab, to Route Log, then to Pending Action Requests;
 10. Send an email to the person whose name shows up there;
 11. Keep doing this until the phrase Multiple Users shows up; this means it is now in the IRB office.
2. If the PI is submitting:
 1. Login to KC;
 2. Click Search Protocols and search for your protocol number;
 3. Click Edit to the left of your protocol number;
 4. Go to the Protocol Actions tab, then click show next to Request an Action;
 5. Click on the dropdown for Submission Type and select the only option available;
 6. Click the dropdown for Submission Review Type and choose the appropriate level of review for your protocol (this should match the review level on the Protocol tab);
 7. Click Submit;
 8. Next go to the Protocol Actions tab, to Route Log, then to Pending Action Requests;
 9. Send an email to the person whose name shows up there;
 10. Check after one day or two and send an email to the next person whose name shows up there;
 11. Keep doing this until the phrase Multiple Users shows up; this means it is now in the IRB office.

3. What happens after the IRB receives the protocol?

1. CITI research ethics training and conflict of interest (COI) compliance is checked. If these are found lacking the study will be sent back for training and/or COI completion;
2. Expedited reviews are pre-screened by Dr. Jonathan C. Young (304-293-1119 / Jonathan.Young@mail.wvu.edu). If the protocol passes pre-screening, it is assigned to one or more IRB members for review. The reviewer then submits comments for revisions or approval;
3. All other submissions are pre-screened by Mrs. Lilo Ast (304-293-7555 / Lilo.Ast@mail.wvu.edu);
4. If the study is Full Board and passes pre-screening it is assigned to the next agenda;
5. Expedited amendments and renewals are also pre-screened and then assigned to a Board member, similar to expedited initial reviews;
6. Exempt amendments are reviewed by Mrs. Ast.

Revisions Requests and Approvals

The approval letters and revisions requests can be found under the Protocol Actions tab of your protocol, under Summary and History.

1. Go to History, then to Correspondence.
2. Click show and view to see the letter or revisions request.

Notifications

When a protocol is sent back -- either for revisions or for approval -- the email is automatically sent by the system to the PI, co-PIs, and any correspondence administrator listed on the protocol. Normally, no protocol should be in the IRB office for longer than two weeks, or for one week after the full board IRB meeting.

If an investigator has not heard from this office within that time, please check the History for any correspondence.

If there is no correspondence, please contact the appropriate IRB coordinator (listed above).