

Form Edit Function Feature

The MU IRB will release a new form edit function in eCompliance on Monday, April 8, 2024.

Note: The new edit function only applies to the form itself (i.e., IRB Application, Amendment, Annual Update) and not the attached files. Edits needed to an attached file will continue to be listed within the email you receive with the required changes. Also, these instructions will be saved under “researcher resources” on the IRB dashboard in eCompliance for future reference.

Forms returned before April 8: You will refer to the email previously sent to you to make edits to the form. This new function will not be used on returns before April 8.

Forms returned on or after April 8: The new form edit function will be used. See below how to use it. Brief instructions will also be sent to you within the email regarding the return.

How will it work?

1. Go to “Open Saved IRB Projects” on the IRB dashboard as before to find your returned forms. Click Continue Form to the right.

Institutional Review Board

Home / IRB / My saved IRB projects

My saved IRB projects

You can sort these reviews by clicking on the header of each column

Project number	Project title	Review ID	Form	Status	Started	Submission date	
2100610	In-App Comment Trial Run	404361	IRB Application	Returned	02/14/2024	02/14/2024	Continue form ▾

2. Review the form sections to the left for the red flags to determine what sections have comments from the IRB reviewer.

IRB #2100610 MU - IRB Application: 404361

Home / IRB / IRB Application: 404361 / Project Title/Investigators

Project Title/Investigators

- 1. **Project Title**
If the study is externally funded or internally grant funded, this title should match the title
In-App Comment Trial Run
- 2. **Key Personnel - List all investigators engaged in the research by clicking on the "Add" are performing services that are typically performed for non-research purposes, and they are specifically asked by our office to add them to our application. If they do not have the**
Investigators serving as a Principal Investigators must have a current and active UM a to indicate support from their home/sponsoring department and will be required to have
Principal Investigator Assurance: After you hit submit on this application, the PI will be
Primary Contact(s): Whoever you would like to be copied on IRB correspondence, include this application.
Fellows and Residents as PI: Must have a faculty member listed as a co-investigator.
Classroom Projects: Projects conducted for purposes of a grade only and results are not

3. Click on the section(s) with the red flag.

4. You can use the “reviewer comments navigation” function at the top of the page to go directly to the question to edit, or you can scroll down to locate the question with a flag (see red arrows).
 - a. VIEW OF ALL COMMENTS: If you would like a print view of all reviewer comments to save or share, you will go to the “submit” section, then click “print/preview”, then click “view/print form with reviewer comments”.

IRB #2100610 MU - IRB Application: 404361

IRB Application sections


- 1. Project Title/Investigators
- 2. Exempt Determination
- 3. Basic Project Information
- 4. Subject Recruitment
- 5. Subject Consent
- 6. Risks and Benefits
- 7. Confidentiality and Security
- 8. Costs Associated with the Research
- 9. Completion of Required Sub-Forms
- 10. Additional forms
- 11. Attached files
- 12. Submit

IRB / IRB Application: 404361 / Basic Project Information

Basic Project Information

Reviewer comments navigation

Elements having unresolved comments. Click to jump to the element.

List the IRB number associated with the database and/or biorepository. 

[Sponsors](#)

[Protocol Information](#)

What is the protocol version number?

Was the study developed by the investigator (investigator-initiated) or an external sponsor (i.e. industry sponsor)?

[Incidental Findings](#)

1. Select from the type of research this project would likely fall under:

Biomedical - Research that is conducted to increase fundamental knowledge and understanding of the physical, chemical and functional

Social/Behavioral/Educational - Research that encompasses a range of methodologies and seeks to answer questions to improve our und institutions.

2. Are there any conflicts of interests with this study?

Example: Financial, professional, personal, institutional, or other, for any study team member. This also includes the use of MU technology.

B. What is the protocol version number?

All protocols must have a version number (i.e. v1). The information pulls to the approval letter so it must match what is in the protocol uploaded.

50

The protocol indicates the version number is 1. Please update the protocol version number accordingly so that the application matches the protocol.

— IRB Personnel

5. Review the IRB comment under the question, edit the answer accordingly. **Hit save & continue at the bottom of the page after making your changes to the section.**
6. If there is an IRB comment in an add-to-list section (like the sponsor section below), you will need to click “edit” to review the comments within that sponsor section.

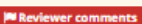
17. Sponsors

Reviewer comments are present in one or more items below. You can find 'reviewer comments' next to those items. Click on 'Edit' beside the item to view the comments.

+ Add a sponsor

No. Select the sponsor from the drop-down menu:

Actions

1 University of Missouri - Columbia 

Edit Delete

- After you click “edit,” the page will show the comments within the sponsor. Be sure to hit “save & continue” after making changes.

Sponsors

Reviewer comments navigation

Elements having unresolved comments. Click to jump to the element.

Select the sponsor from the drop-down menu:

Internal Funding (departmental funding, research council grant, etc.)

Industry Sponsor (ex. Pharmaceutical company, device company, etc.)

A. Select the sponsor from the drop-down menu:

Start typing the sponsor's name and the list will populate. If you do not see your sponsor in the drop-down menu, email muresearchirb@missouri.edu to add it to the list.

University of Missouri - Columbia x

Please choose your department

— IRB Personnel

B. Select the appropriate funding types:

If your sponsor fits more than one type, please select all that apply.

Internal Funding (departmental funding, research council grant, etc.)

Please mark the box for internal funding and unmark the box for industry sponsored.

— IRB Personnel

HHS funded (Department of Health and Human Services) - if you check this, also check federally funded below - [Click here to see the list of HHS agencies](#)

- Within the “additional forms” section, each form will be flagged if there are comments with the form (i.e., children subform). Click “edit/update” to the right to view and make changes within the subform.

IRB #2100610 MU - IRB Application: 404361

IRB Application sections

- Project Title/Investigators
- Exempt Determination
- Basic Project Information
- Subject Recruitment
- Subject Consent
- Risks and Benefits
- Confidentiality and Security
- Costs Associated with the Research
- Completion of Required Sub-Forms
- Additional forms**
- Attached files
- Submit

Home / IRB / IRB Application: 404361 / Additional forms

Additional forms are required

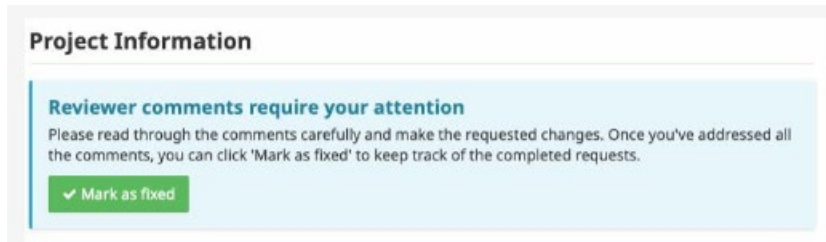
Based on the answers you have provided, you must complete the following additional forms before you can submit this IRB Application: 404361.

Complete? Additional form

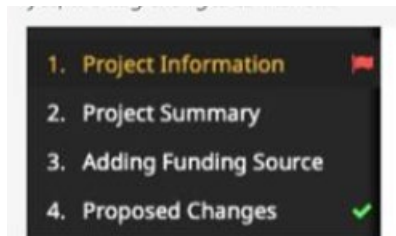
Complete?	Additional form	
<input type="checkbox"/>	Children Subform Reviewer comments	Edit/update
<input checked="" type="checkbox"/>	Drugs & Biologics Subform Reviewer comments	Edit/update
<input checked="" type="checkbox"/>	HIPAA Waiver/Alteration Reviewer comments	Edit/update
<input checked="" type="checkbox"/>	Medical Products/Supplies Subform	Edit/update

[Save & continue >](#)

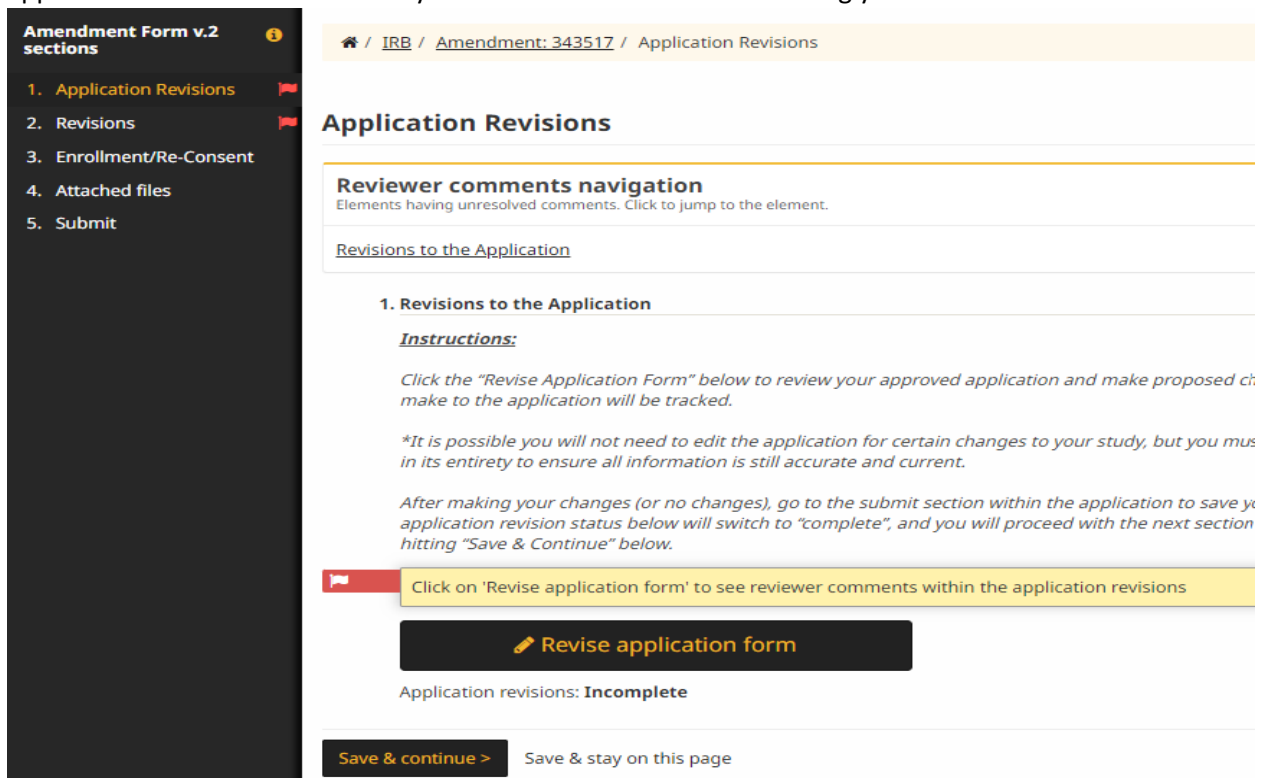
9. In each section of the form at the top in the “reviewer comments navigation”, you can “mark as fixed” to keep track of sections you addressed. In the “additional forms” section, you will need to go to each subform and “mark as fixed”.



10. When you address a section, the red flag will be replaced with a green checkmark.



11. When amendments are returned, there will be a flag next to “application revisions” if there are comments within the application. Click on each section to the left to address all comments in the application and amendment. Always hit “save & continue” when saving your work.



12. If you have questions about the new function, please contact our office at muresearchirb@missouri.edu. Also, this document will be added to eCompliance under “researcher resources” on the IRB dashboard for future access.