UICC Clinical Trials Office UIC Research PI Submission Instructions

Below is the email you will receive from UICC CTO Regulatory staff. Click on the link in the email to submit your study. The way you submit your study is slightly different depending upon whether the UIC IRB is reviewing the study or whether another IRB (WCG, CIRB, another institution's IRB, or another central IRB) is the IRB of record for the study. The email will tell you which type of submission it is and give instructions for how to submit that type of submission. Screenshots are included below to show you what to expect for each type of submission.

Study Submission Email Example:

Please submit the (CR, Amendment, study #) in the UIC Research Portal. Click on the link below to access the submission:

https://uicresearchirb.huronresearchsuite.com/IRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com .webridge.entity.Entity[OID[92F2F033038011ED7B990282AF565000]]

Log in with your UIC network credentials. On the study page, click on ("**Finalize Updates**" or "**Submit**") on the left hand side. You will then go to the "Submit" page. Click on "OK" on the bottom right to complete the submission.

UIC IRB Reviewed Study:

After using the link from your email, you will need to enter your UIC NET ID then you'll be directed to the study page where you will click "Submit" on the left hand side of your screen:



If there are no errors within the submission, a new window will populate certifying the submission. Click "OK", bottom right, and you have finished submitting:

⊌ Execute "Submit" on STUDY2019-0728-MOD001 - Mozilla Firefox		-		×
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Submit				

I certify that the information provided in this application is complete and correct. I understand that as Principal Investigator, I am ultimately responsible for the protection of the rights and welfare of human subjects and the ethical performance of the research. I agree to comply with all applicable UIC policies and procedures, and applicable federal, state and local laws. I also agree to the following:

The research will only be performed by qualified personnel as specified in the approved research application and/or protocol,

• No changes will be made to the research protocol (except when necessary to eliminate apparent immediate hazards to the subject), or the consent process (if one is required) without prior approval by the UIC IRB,

Legally effective informed consent/assent will be obtained from all human subjects, unless this requirement is waived by the UIC IRB, using only the recruitment materials and informed consent/assent documents that have been approved by the UIC IRB. The potential benefits of participation will not be overstated and reasonably anticipated risks will not be minimized. Subjects will be asked open-ended questions to try and ensure adequate comprehension of the information so as to allow for truly informed consent to participate.

• Unanticipated problems involving risks to subjects or others (including adverse events) and subject complaints will be reported to the UIC IRB in a timely manner.

If applicable, all research staff that are involved in the research will comply with the HIPAA regulations. Further, I assure that all research staff will
have met all UIC HIPAA research training requirement prior to research participation. I agree that any breach or suspected breach of confidentiality (data
security) meeting the definition of an unanticipated problem will be promptly reported to the IRB. I also agree that any breach or suspected breach
involving UIC PHI in the custody of the principal investigator, co-investigator(s), research staff, students, or business associate will be immediately
reported to the University of Illinois HIPAA Privacy Office at (844) 341-2201 or hipaa@uillinois.edu. I assure that the information obtained as part of this
research (including protected health information) will not be reused or disclosed to any other person or entity other than those identified on this form,
except as required by law. If at any time I want to reuse this information for other purposes or disclose the information to other individuals or entities I will
seek approval by the UIC IRB.

I certify that I have completed the required educational program on ethical principles and regulatory requirements in Human Subject Protections. I further certify that the proposed research is not currently underway and will not begin until IRB approval has been obtained.



External IRB (i.e. CIRB, WCG, sIRB):

After using the link from your email, you will need to enter your UIC NET ID then you'll be directed to the submission where you will click "Finalize Updates" on the left side of your screen:



If there are no errors within the submission, a new window will populate certifying the submission. Click "OK", bottom right, and you have finished submitting:

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Finalize Updates							

By signing below you are verifying that:

• You have updated the study record only to reflect what the external IRB has approved.

Please note OPRS staff may contact the PI regarding the external IRB approval if additional issues are noted or further clarification is needed.

