

Electronic Submission to the Jefferson IRB Using the Portal



Jefferson
Thomas Jefferson University
HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

Office of Human Research

Submitting in the IRB Portal

- All studies requiring IRB review should be submitted in the Portal.
- What follows is a brief overview of submitting in the Portal. For a detailed explanation, please consult the Training Manual, “Making IRB Submissions in The Portal,” available on the OHR Website.

Submitting in the IRB Portal

- First, go to the IRB homepage and log-in to the IRB Portal.
- You must be on a computer that is on the Jefferson intranet, or you may access the Portal via the External Access link.

IRB PORTAL

IRB PORTAL
(External Access)



Campus Key:

Password:

Need help?

For campus key log-in problems, call Technical Assistance Center at 215-503-7975.

For questions about making submissions on The Portal, call OHR at 215-503-3846.

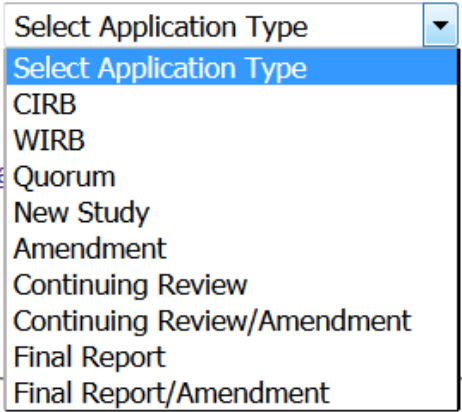
For technical problems using The Portal, call the Shared Computer Facility at 215-503-4606.

PLEASE DISABLE POP-UP BLOCKERS FOR THIS SITE.

Submitting in the IRB Portal

- Once you have logged into the Portal, go to “Create an IRB Application” and choose the type of transaction you want to submit.

Application Submission Functions

- [Create An IRB Application](#)
 - [Manage IRB Applications](#)
 - [How To Submit to the Portal](#)
 - return to [sign-in](#) screen
 - [Go to IRB Forms page](#)
- 
- Select Application Type
- Select Application Type
 - CIRB
 - WIRB
 - Quorum
 - New Study
 - Amendment
 - Continuing Review
 - Continuing Review/Amendment
 - Final Report
 - Final Report/Amendment

Submitting in the IRB Portal

- For studies that include a written consent form (or verbal consent for cancer-related research), you will then need to enter either the JeffTrial protocol # or the IRB control #.
(Contact JCRI@Jefferson.edu to assist with creation of JeffTrial record.)

All studies requiring a consent form (as described above) must have a JeffTrial record created prior to submitting in the Portal.

Please enter the JeffTrial number or the IRB control number here:

Search

Submitting in the IRB Portal

- For expedited/exempt studies that do not require a written consent form, you will need to populate the fields below:

Fields in Red are Required

IRB Control # N/A

PI Name

Study Title (exactly as it appears on OHR-1 Form)

Sponsor

Submission Type **NEW SUBMISSION**

Review Type


IRB Type

If the PI or SPONSOR is not in the drop-down menu, please contact OHR Staff at OHR@mail.jci.tju.edu

Submitting in the IRB Portal

- The Portal will then identify your study, and you can proceed to upload the documents that comprise your submission.
- Load each document with the Browse function and assign a document title from the “Type of File” drop-down menu.

Click on filename to download, click on red X to DELETE a file from the submission

Filename	File Type	Date Uploaded	File Size
 46.111 reg.doc	OHR-1 (Proposal Transmittal and Approval)	May 09 2014 14:22:08.	24.50 KB

Select A File To Add To Submission

Type Of File:

Other Description

No file selected.

Submitting in the IRB Portal

- You can return to the submission later or submit by clicking one of the buttons at the bottom of the page.

Save As A Draft

Save As Final and Submit to OHR/IRB

Submitting in the IRB Portal

- Once you have submitted the transaction, you will receive an email confirming this. You will receive additional emails as your study proceeds through the review process.
- You must await a formal approval letter before you can initiate the study, continuing review, or amendment that you submitted.
- All approval letters and materials are emailed to the person identified as the IRB contact.

The Office of Human Research (OHR)

Who Should I contact?

- **Questions about submitting to the IRB Portal:**
 - **Natasha Singleton, BS**
IRB Administrative Assistant
(215) 503-3846
Natasha.Singleton@jefferson.edu
- **Questions about new submission study status after IRB review:**
 - **Jennifer Polizzi**
IRB Administrative Coordinator
(215) 503-4187
Jennifer.Polizzi@jefferson.edu
 - **Aisha Parker, CMA, CIM**
IRB Administrative Coordinator
(215) 481-7461
Aisha.Parker@jefferson.edu
 - **Dawn Slowinski**
IRB Administrative Coordinator
(856) 661-5312
Paulette.Slowinski@jefferson.edu
 - **Latesh Boyd**
IRB Administrative Assistant
(215) 503-4299
Latesh.Boyd@jefferson.edu
- **Questions about continuing reviews:**
 - **Elaine Braddock**
IRB Administrative Coordinator
(215) 503-4847
Elaine.Braddock@jefferson.edu
- **Questions about amendments and billing:**
 - **Patricia Oden**
Administrative Coordinator
(215) 503-9817
Patricia.Oden@jefferson.edu
- **Questions about IRB required CITI training:**
 - **Kathleen Avender**
IRB Administrative Assistant
(215) 503-9820
Kathleen.Avender@jefferson.edu
- **Questions about multi-site studies/IRB Reliance:**
 - **Crystal Lijadu, BS, MLS (ASCP)**
IRB Reliance Specialist
(215) 503-3849
Crystal.Lijadu@jefferson.edu

The Office of Human Research (OHR)

Who Should I contact?

- **Walter Kraft, MD**
Director, Office of Human Research
(215) 503-0203
Walter.Kraft@jefferson.edu
- **Kyle Conner, MA, CIP**
Associate Director, Office of Human Research
(215) 503-8966
Kyle.Conner@jefferson.edu
- **OHR Homepage -**
http://www.jefferson.edu/university/human_research.html

OHR Resources and Quick Links:

- Guidance Documents For IRB Submission -
https://www.jefferson.edu/university/human_research/forms.html
- IRB Reliance Guidance-
https://www.jefferson.edu/university/human_research/irb-reliance/about-irb-reliance.html
- CITI Training Guidance-
https://www.jefferson.edu/university/human_research/training/citi_registration.html

THANK YOU

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