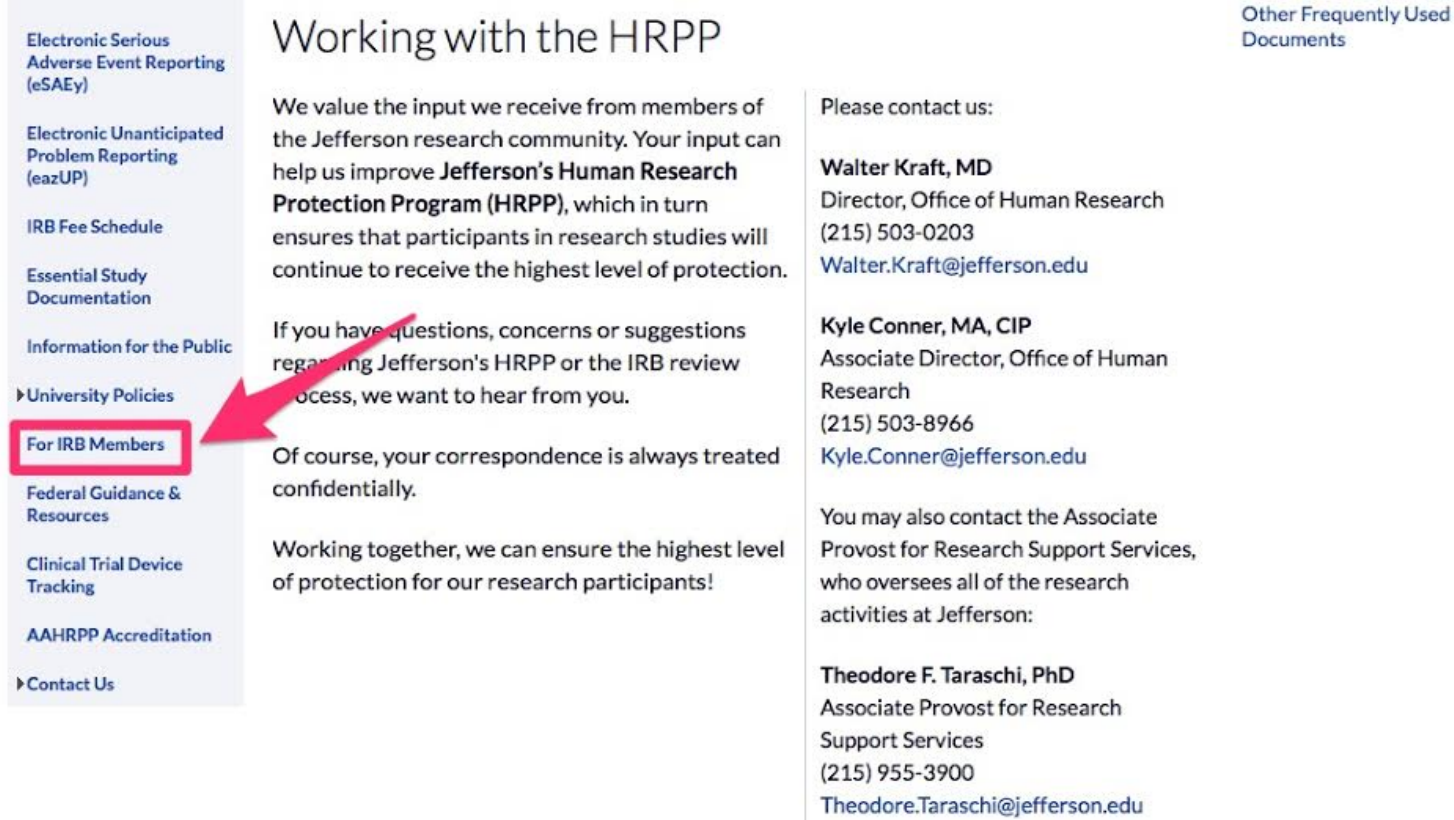


Accessing Jefferson IRB Documents Remotely

1. Go to http://www.jefferson.edu/university/human_research.html

2. Scroll down and Select "For IRB Members"



The screenshot shows the Jefferson HRPP website. On the left is a navigation menu with the following items: Electronic Serious Adverse Event Reporting (eSAEy), Electronic Unanticipated Problem Reporting (eazUP), IRB Fee Schedule, Essential Study Documentation, Information for the Public, University Policies, For IRB Members (highlighted with a red box), Federal Guidance & Resources, Clinical Trial Device Tracking, AAHRPP Accreditation, and Contact Us. A red arrow points from the 'For IRB Members' link to the main content area. The main content area is titled 'Working with the HRPP' and contains the following text: 'We value the input we receive from members of the Jefferson research community. Your input can help us improve Jefferson's Human Research Protection Program (HRPP), which in turn ensures that participants in research studies will continue to receive the highest level of protection. If you have questions, concerns or suggestions regarding Jefferson's HRPP or the IRB review process, we want to hear from you. Of course, your correspondence is always treated confidentially. Working together, we can ensure the highest level of protection for our research participants!' To the right of the main content is a section titled 'Other Frequently Used Documents' with the heading 'Please contact us:'. It lists two contacts: Walter Kraft, MD, Director, Office of Human Research (215) 503-0203, Walter.Kraft@jefferson.edu; and Kyle Conner, MA, CIP, Associate Director, Office of Human Research (215) 503-8966, Kyle.Conner@jefferson.edu. Below this, it states 'You may also contact the Associate Provost for Research Support Services, who oversees all of the research activities at Jefferson:' and lists Theodore F. Taraschi, PhD, Associate Provost for Research Support Services (215) 955-3900, Theodore.Taraschi@jefferson.edu.

3. For off-campus access, select "Access The Portal via RAP"

HOME > OFFICE OF HUMAN RESEARCH > FOR IRB MEMBERS

OHR HOME

How to Submit to the IRB

▶ IRB Submission Portal

Submitting to
Commercial IRBs

▶ JeffTrial

IRB Forms & Submission
Materials

Cancer Trials

▶ CITI Training

COI-SMART

Policy & Procedures
Manual

Electronic Serious
Adverse Event Reporting
(eSAEy)

Electronic Unanticipated
Problem Reporting
(eazUP)

For IRB Members

The below materials are provided for use by IRB members. All reviewer questionnaires are provided below as downloadable documents.

- Reviewer Forms
- Rosters
- Schedules
- Instructions for using the Portal (PDF)
- Training video - How to Access the Portal
- Training video - How to Access the Portal via the RAP

[Access The Portal via RAP](#)

The Portal test site

(If you are using an off-campus computer, you must first go to the RAP, log in, and click on "IRB Homepage")

IRB REFERENCE DOCUMENTS

Quick links to get to
info fast...

IRB Rosters

IRB Newsletters

IRB Announcements

IRB and ORA Q&A for
Investigators and
Sponsors

IRB Schedule 2015
(PDF)

IRB Training List (PDF)

Federalwide Assurance

Other Frequently Used
Documents

4. Sign in with campus key and password



Thomas Jefferson Remote Access Portal

Campus Key

Password

Sign In

Please sign in to begin your secure session.

5. Loading components may take a few minutes. After load up complete, click on IRB homepage

Jefferson.

Home Preferences Session 03:59:41 Help Sign Out

Browse (tips)

Thomas Jefferson Remote Access Portal.
If you have any problems with RAP please [click here to see our Requirements](#) for using RAP. Any further questions please call the Operations Center at 215-955-7975.

Client Application Sessions

Windows Secure Application Manager Start

Files Windows Files

TJU-MST
Set your username as "TJU-MST\xxx123" where xxx123 is your campus key.

Terminal Sessions

JeffNotes Signature (Citrix)
For more information go to the TJUH Intranet Clinician page and click on "Info" next to JeffNotes Signature under the Clinical Applications tab.

Philips iSite (Citrix)
Radiology PACS

Web Bookmarks

- Jefferson HR Website**
HR Resources (Paychecks & deductions, Enroll in Benefits, Apply for Jobs, Performance Evaluations, HR Events)
- Management Portal**
Jefferson Management Portal
- JeffMail Email and Calendar**
Access to Jefferson's Messaging applications
- TJUH Intranet**
- Pulse (TJU Portal)**
- JeffAPPS - Citrix Web Interface**
Contains popular Citrix Applications. Applications include Wellsoft, JeffChart, Kronos, IEB, and iSite.
- Philips iSite**
Please download the Stentor installer in order to use Stentor from home.
- Quickr**
Direct link to Jefferson Quickr Site
- About This System**
Information on using Remote Access Portal, JeffNet, downloading software, and changing passwords.
- Methodist Physician Portal**
- IRB Homepage**
Includes IRB forms, eSAEfy, eazUP, and device tracking systems

6. Click on "IRB Submission Portal" then click on "Employee Portal"

HOME > OFFICE OF HUMAN RESEARCH

- **OHR HOME**
- How to Submit to the IRB
- **IRB Submission Portal**
 - **Employee Portal**
 - Student Portal
- Submitting to Commercial IRBs
- JeffTrial
- IRB Forms & Submission Materials
- Cancer Trials

Office of Human Research

The Office of Human Research (OHR) provides administrative support for the three TJU Institutional Review Boards (IRBs). The OHR receives for review all research protocols involving humans, ensures that requirements for training for personnel in human subjects research and HIPAA are met and up-to-date, monitors and assesses adverse events and unanticipated problems that may affect research subjects or others, notifies investigators when continuing review of protocols is imminent, and provides education for research coordinators, faculty and other personnel involved in human subjects research. These IRBs serve both Thomas Jefferson University and Thomas Jefferson University Hospital, which includes Methodist Hospital.



IRB REFERENCE DOCUMENTS

Quick links to get to info fast...

[IRB Rosters](#)

[IRB Newsletters](#)

[IRB Announcements](#)

[IRB and ORA Q&A for Investigators and Sponsors](#)

[IRB Schedule 2015 \(PDF\)](#)

[IRB Training List \(PDF\)](#)

[Federalwide Assurance](#)

7. New page loads up. Sign on again using campus key and password. Click submit.



Office of Human Research

Welcome to **THE PORTAL!** *(Electronic IRB Application Portal)*



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.

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8. Click on "IRB MEMBER ACCESS".



Office of Human Research

Welcome to *THE PORTAL!* (Electronic IRB Application Portal)

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](#)

- **[IRB MEMBER ACCESS](#)**

- [IRB Home Page](#)



9. This will load up a page showing all the documents to review for the next meeting.



Office of Human Research

[menu](#) [sign-in](#)

THE PORTAL (Electronic IRB Application Portal)

Review Board Name: [REDACTED]
Next Meeting: [REDACTED]

[Download All Meeting/Non-Student Portal Application Files In A Zip File](#)

Be Patient -- Downloading All Meeting Files May Take Several Minutes

Meeting Files: [REDACTED]

Full Continuing Reviews

[REDACTED] (Thomas Jefferson University)

Control# [REDACTED] (Reviewer: [REDACTED])

File Name	File Type	File Size
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]