

## eResearch: Velos /eIRB Quick Reference Guide for Principal Investigators April 2010

eResearch is a web-based system that manages human research at UT Southwestern. The eResearch system is comprised of two computer programs, the Clinical Trial Management System by Velos and the eIRB by Click Commerce, both designed to easily guide research teams through their work processes in a paperless fashion, leading to an increase in efficiency and transparency.

### **Velos:**

Velos is a study management tool designed to help investigators manage the setup and day-to-day activities of human research studies.

### **eIRB:**

The eIRB system is designed for on-line submission of human subject research protocols, using a web browser. Protocols submitted in eIRB are routed and reviewed electronically. Notification of study approval is sent via e-mail.

For more information:

<http://www.utsouthwestern.edu/eResearch>

## To log in to eResearch

Go to the ERGO Research Portal:  
<http://ergo.utsouthwestern.edu>

Next, configure your Internet options to allow for Pop-ups, and disable any third-party toolbars.

### To log in to Velos:

1. Click the Velos link into your web browser.
2. Type your **User Name** and **Password** in the corresponding fields.
3. Click **Login**.

**Note:** The default e-Signature is **1234**.

### To log in to eIRB:

1. Select the eIRB link in the ERGO header.
2. Enter your general access **User Name** and **Password** in the corresponding fields.
3. Click **Login**.

## eIRB: To search for an existing study

1. Click **My Home** in the top right corner of the page.
2. Click the **Studies** Tab.
3. Enter study search criteria such as: Study #, Name or State, and press **Go**.
4. Click the Study **Name**.
5. Study Activities will be available on the left tab.
6. Click **Edit Study**.

## eIRB: Submit a Study for IRB Review

1. Select the **Edit Study** button when in the **Draft** State.
2. Review Smart Form for accuracy.
3. Exit the form.
4. To request Co-I participation, click **Notify Co-I Regarding Participation**.
5. Click **Ok**. Notification to participate on the study is sent to the Co-I.  
**NOTE:** ALL Co-I's must respond before the study can be submitted.
6. PI clicks the **Submit Study** button. Study Team members will receive notifications if/when the study requires changes from any Reviewers or Approvers.
7. PIs also have the option to request their study go through Pre-Review. Before submitting your study for IRB Review, select the **Request Pre-Review** button.



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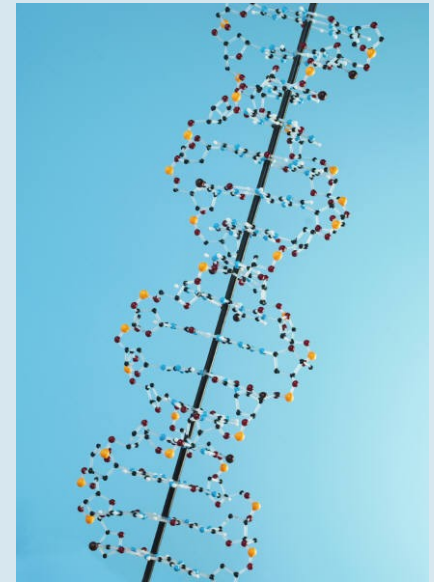
IRB Office: 214-648-3060

HELPDESK—214-648-7600

**eResearch Link**

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