

## **Links**

### **eResearch**

To access general information:

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

### **ERGO**

To access the eResearch Login page:

<http://ergo.utsouthwestern.edu>

### **VPN**

To access guidance for using VPN:

[www.utsouthwestern.edu/utsw/cda/dept28610/files/73794.html](http://www.utsouthwestern.edu/utsw/cda/dept28610/files/73794.html)

### **eLearning**

To access the eLearning webpage,  
including Pop-ups and Toolbars:

<http://eresearchtraining.swmed.edu/>

## **Contacts**

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IRB Office: 214-648-3060



**eResearch  
ERGO Study  
Conversion  
Process  
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## Quick Reference Guide: Convert Paper Approved IRB Studies to Electronic through ERGO

### Before you begin:

If you have an approved paper study that needs continuing review or modifications and it is not a cancer study, you **MUST** begin the process to convert the study to eIRB starting through ERGO.

Make sure you have delegation by your PI to create an ERGO form.

Do not create a new protocol in Velos/ eIRB for the existing paper study.

### Here is how it works:

Open studies are available in ERGO. In order to import these into eResearch you **MUST** do so through ERGO.

Once you complete the ERGO form, your study is created in Velos. The PI, and all delegates will be notified by email of the Velos study ID. Log in to Velos and complete and update the remaining required fields and add a study status of **IRB- Submission Initiated**. This will push the study to eIRB.

For more information:

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

## To log in to eResearch

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

Note: Be sure you have configured your Internet options to allow for Pop-ups, and disable any third-party toolbars.

### Step 1

#### First log in to ERGO:

1. Click the **ERGO Research Portal** button.
2. Type your **User Name** and **Password** in the corresponding fields.
3. Click **LOGIN TO ERGO**.
4. Select your delegated PI.  
**Note:** As with any other ERGO form, you must have delegation by your PI to create forms.
5. Click the **IRB—Study IRB Import** link. The IRB Import page displays. Carefully read the **Instructions**.
6. To select a study, click the **Select/ Search for Study** magnifying glass icon under **IRB Study Information**.
7. Click the **Select** link next to the study you wish to import.
8. Verify the displayed information is correct. If the information is incorrect, stop the process and contact IRB (8-3060). If the information is correct, click the **Approve & Submit** button.

An email will be sent to you ERGO form members containing your Velos Study ID.

## Velos

### Step 2

#### Log in to Velos:

1. Type your **User Name** and **Password** in the corresponding fields.
2. Click **Login**.
3. Enter your Velos Study ID, sent to you by ERGO, in the **Search By** field and click **Enter**.
4. On the Summary page, enter the remaining required fields designated by red asterisks.
5. Enter your e-Signature in the **e-Signature** field and click **Submit**.

#### Add a Study Status:

1. From the Summary page, click the Study Status tab.
2. Click Add a New Status.
3. Select the Organization, Status Type, and Study Status of IRB—Submission Initiated.
4. Select today's date.

## eIRB

### Step 3

1. Type your **User Name** and **Password** in the corresponding fields.
2. Click **Login**.
3. In the right corner, click **My Home**.
4. Click the **Studies** Tab.
5. Enter study search criteria such as: Study #, Name or State, and press **Go**.
6. Click the Study **Name**.
7. Study Activities display on the left.
8. Click **Edit Study** to complete the