

Velos/eIRB Quick Reference

To log in and out of Velos

1. Type this link in your web browser:
<http://ergo.utsouthwestern.edu>
2. Select the Velos link
3. Type your **User Name** and **Password** in the corresponding fields.
4. Click **Login**.
5. To Logout, click the **Logout** link located on the left navigation bar.

Be sure to allow pop-ups for these applications.

To search for an existing study:

1. From the Velos Homepage, enter one of the following in the **Search By** field and click **Submit**:
 - Study Entered By
 - Principal Investigator
 - Long Study Title
 - Objectives
 - Study Organization
 - Specialty
 - Phase

To register a new study:

1. From the left navigation toolbar of the Velos Homepage, click **Manage Protocols**.
2. Click **New**.
3. Enter the following required fields:
 - Study Entered By
 - Principal Investigator
 - Long Study Title
 - Objective(s)
 - Study Organization
 - Specialty
 - Phase
4. Enter your **e-Signature** and click **Submit**.

Note: If the person who entered the study has a primary organization other than UT Southwestern Medical Center and Affiliates, you must first add this organization at the Study Team tab **before** you will be able to add a new status.

To add a new Organization to the Study Team:

1. From the study Summary screen, click **Study Team**.
2. Click **Add New Organization**.
3. Select UT Southwestern Medical Center and Affiliates.
4. Enter your **e-Signature** and **Submit**.

Now you will be able to update your study Status.

To view or edit Study Status when submitting the study to IRB:

1. From study Summary, click the **Study Status** link.
2. Click **Add New Status**.
3. Verify or update required fields:
 - Organization - select **UT Southwestern Medical Center and Affiliates** for IRB status updates
 - Status Type - select **IRB**
 - Study Status - select **IRB - Submission Initiated**
 - Documented by - defaults your name
 - Status Valid From - enter today's date
4. Enter your **e-Signature** and click **Submit**.

When the study status changes to **IRB - Draft Study Created**, the study is now in eIRB and you can continue the process of submitting your study to the IRB.

To designate a study status as Current

The *Current Status* flag in Velos is used to generate reports for system users and auditors. Study Staff are required and responsible for maintaining the correct Current Status for reporting purposes.

To designate a status as Current, do the following:

1. From the Study Status page, click the status that you wish to designate as current.. The Status Details page displays.
2. Click the "**This is Study's Current Status** " checkbox.
4. Enter your **e-Signature** and click **Submit**.

The Current Status will display in the upper right hand of the screen.

To log in and out of eIRB

1. Type this link in your web browser:
<http://ergo.utsouthwestern.edu>
2. Select the eIRB link
3. Type your **User Name** and **Password** in the corresponding fields.
4. Click **Login**.
5. Click the **My Home** link at the top right hand corner of the page.
6. To Logout, click the **Logout** link located at the top right hand corner of the screen.

To edit a study:

Once the study has been registered in Velos, it will appear in your **My Tasks** tab in eIRB.

1. Click the hyperlinked study name to access the study.
2. Click the **Edit Study** button on the left hand side of the screen.
3. Answer all questions in the SmartForm as they apply to your study.
4. Click the **Continue** button to proceed to the next section.

Once all sections of the SmartForm have been completed, notify the PI that the study is ready to be submitted.

To notify the PI to submit the study:

1. Click the **Send Email to Study Team** button from the Study Work space.
2. Type your message in the text box.
3. Click **OK** to send the message.

The message will be sent to the Principal Investigator, Primary Administrative Contact and Primary Administrative Contact.

Check the status of a submitted study:

1. Log in to eIRB.
2. Click the **My Home** link.
3. Click the **Studies** tab.
4. Access the study.
5. View the current status of the study by looking at the orange box on the left side of the screen.
6. View all activities for the study by viewing the **History** tab in the study work space.

To access eResearch via VPN:

For information about using VPN, enter this link in your browser:

<http://www.utsouthwestern.edu/utsw/cda/dept28610/files/73794.html>

To access eLearning:

To access eLearning through the web, enter this link in your browser and click the “eLearning Intranet” option:

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

Contacts

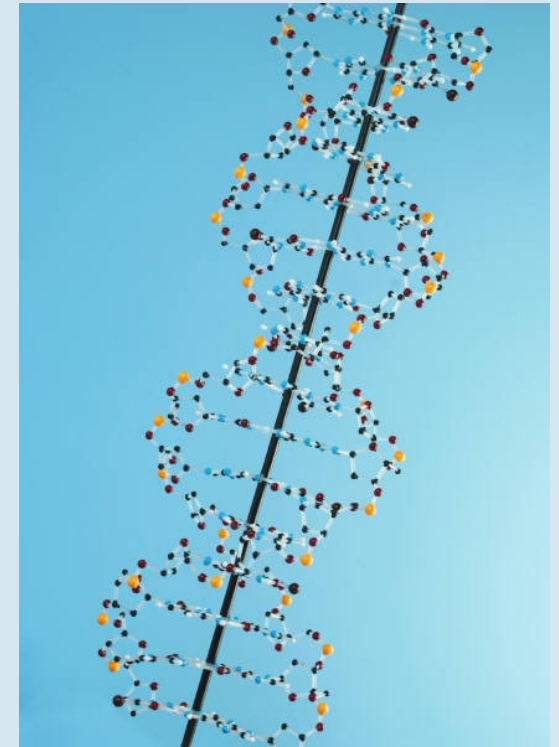
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