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of HAWAII®
SYSTEM

Office of Research Compliance
Human Studies Program

eProtocol

UH's Electronic IRB Protocol Submission System

Benefits of eProtocol

- ▶ Faster turnaround time
- ▶ Automated functions
 - Automatically uploads CITI training requirements
 - Pre-populates Investigators and Key Personnel information
 - Reminders and Alerts
 - Requiring Investigators' action
 - Upcoming expiration
- ▶ Smart Form
 - No need for Investigators to guess which review level protocol qualifies to determine which application form to use



Benefits of eProtocol

- ▶ 24/7 access to status of protocol submissions
- ▶ Electronic signature and submissions
- ▶ Upgrades and improvements can be done in-house



What's different?

- More questions on the application
 - the questions are more specific
 - reduce need for clarification
 - significantly reduces turnaround time
- Conflict of Interest questions are now included
- Funding questions
- Collaborative Research
 - notes and requires the attachment of any agreements for ceding
- HIPAA will be addressed



Training and Informational Sessions – TBD

- ▶ eProtocol Quick Link will include:
 - User manual
 - Video tutorials
 - Schedule of face-to-face training via computer labs
 - eProtocol questions on paper for guidance

Training Materials and Documents can be found at
<http://www.hawaii.edu/researchcompliance/irbeprotocol>



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eProtocol and CITI Interface

Let's do this first...<https://www.citiprogram.org/>

- ▶ On the CITI log in page, choose “Log in through my institution,” log in via **SSO**.
- ▶ Choose “University of Hawaii.”
- ▶ Log in using your UH username and password.
- ▶ This will enable eProtocol to automatically verify and list the courses you have completed.



eProtocol

- ▶ Use only Firefox, Safari or Internet Explorer.
 - Google Chrome is not a compatible browser
- ▶ Before entering the eProtocol site, please disable your browser's pop-up blocker or allow for exceptions for <https://uhmanoa.keyusa.net>.
- ▶ Log in with your UH username and password.
- ▶ * Do not use the back and forward button – you will be dropped from the site. Navigate within the system.



eProtocol

<https://uhmanoa.keyusa.net/>

<https://manoa.hawaii.edu/researchcompliance/human-studies>



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▶ July 1, 2016

- all NEW applications must use eProtocol

▶ eProtocol DOES NOT AFFECT

- (as of June 15, 2016, until further notice):
 - Active protocols
 - Exempt applications initially submitted prior to April 15
 - Nonexempt applications initially submitted prior to May 15
 - Cooperative studies
 - Umbrella studies/ 118 designations
 - Requests for ceding

