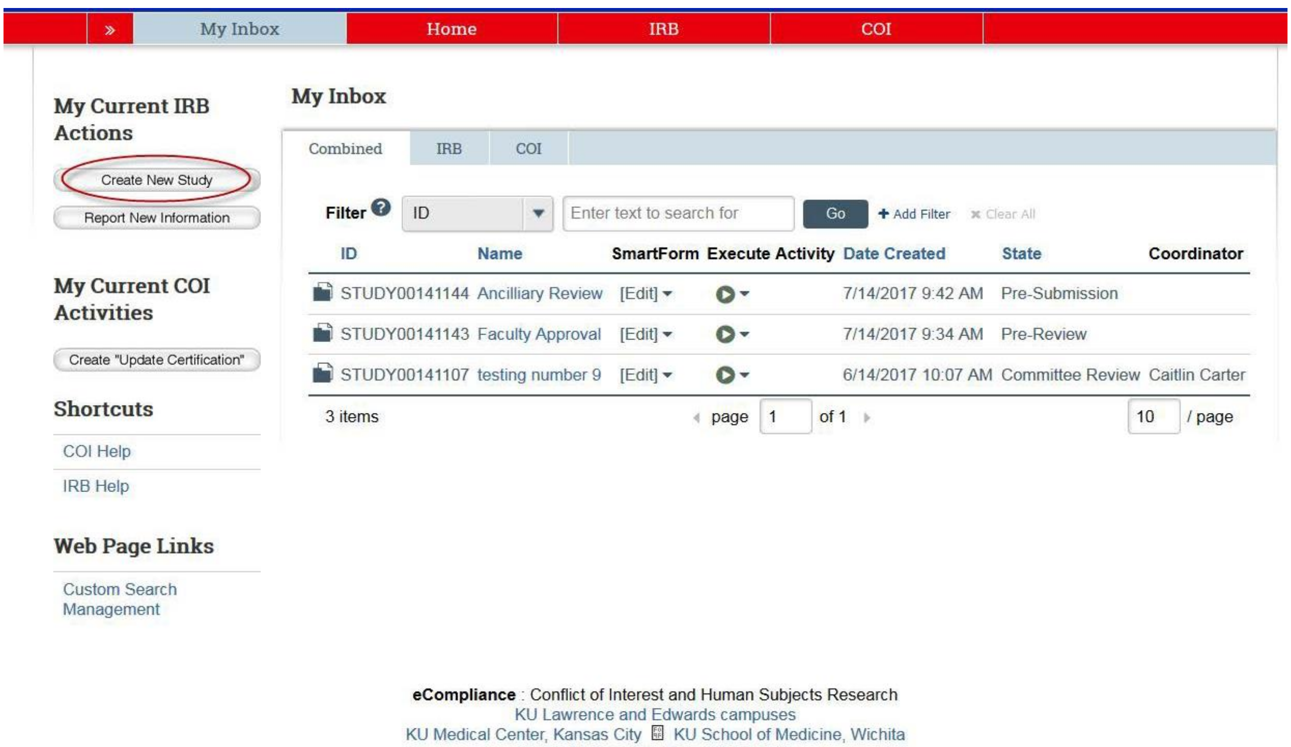
Creating an External Study in eCompliance

**NOTE: An external study may only be used when an IRB Authorization Agreement (reliance agreement) is in place with another institution with a valid Federal Wide Assurance (FWA) number and IRB Registration number. Please contact irb@ku.edu with any questions, or additional information on collaboration with other institutions.

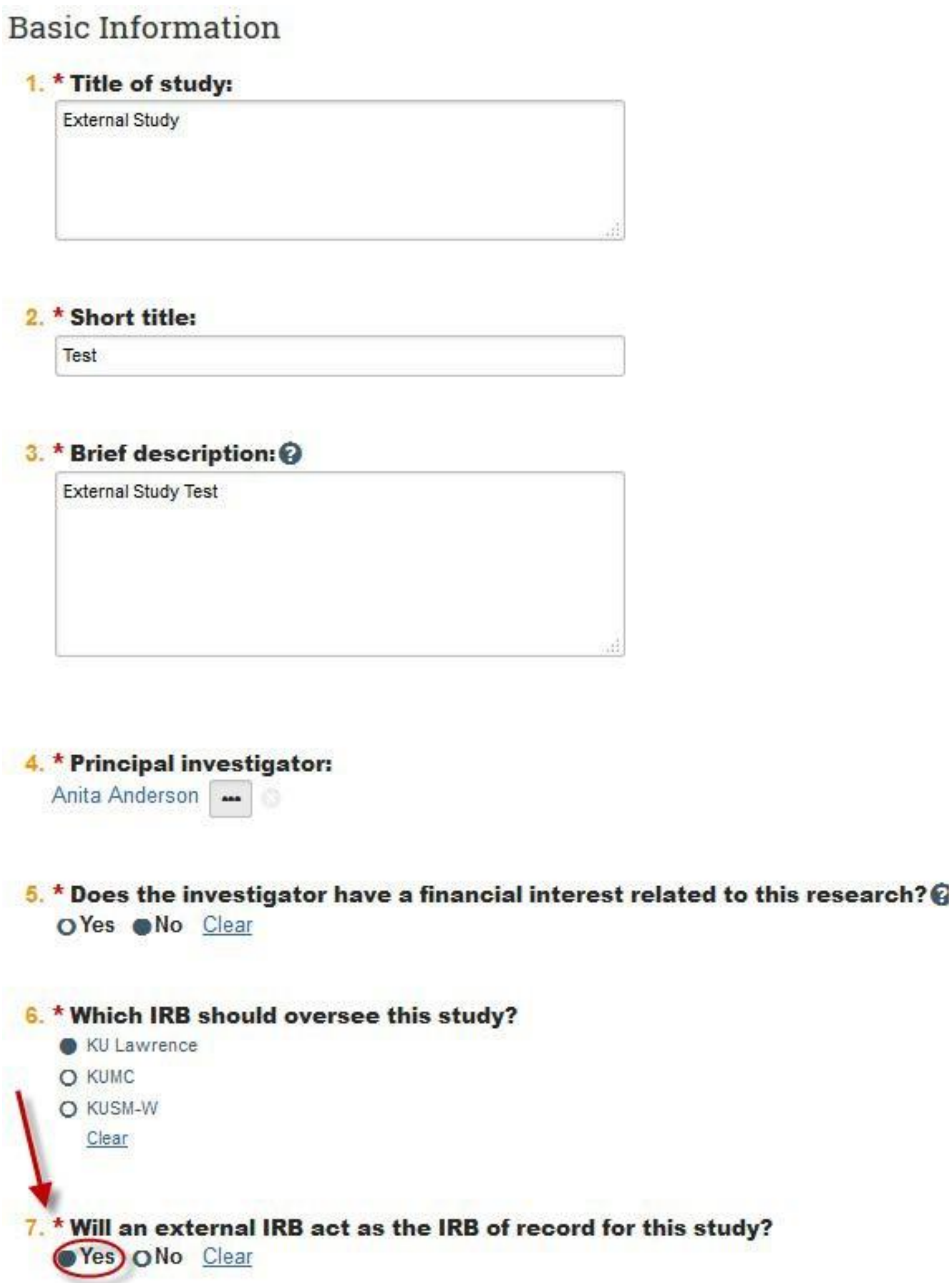
1. To create a study, go to ecompliance.ku.edu and log in using your KU ID and password.

2. Click the "Create New Study" button in order to get started.

NOTE: The default screen when you log in is the eCompliance inbox. This will only show you any projects that require action from the research team. To see all of your current studies, you can click "IRB" in the red banner.



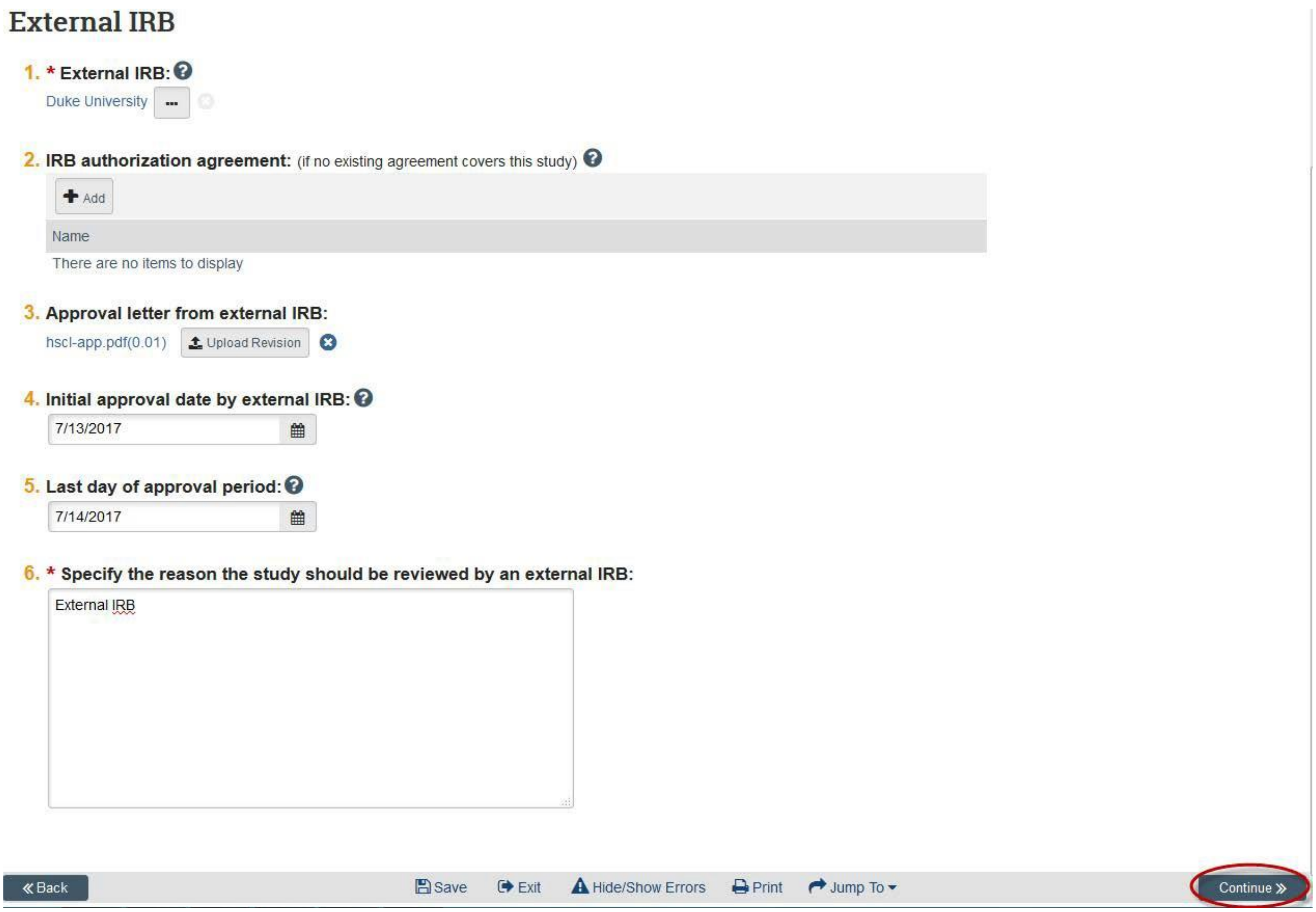
3. On the Basic Information page, fill in information about the study. To create an external study, select **"Yes"** for question 7, "Will an external IRB act as the IRB of record for this study?"



4. On the next page, select the External IRB and upload the protocol/study documents, approval letter from the other institution, and the signed [IRB Authorization Agreement].

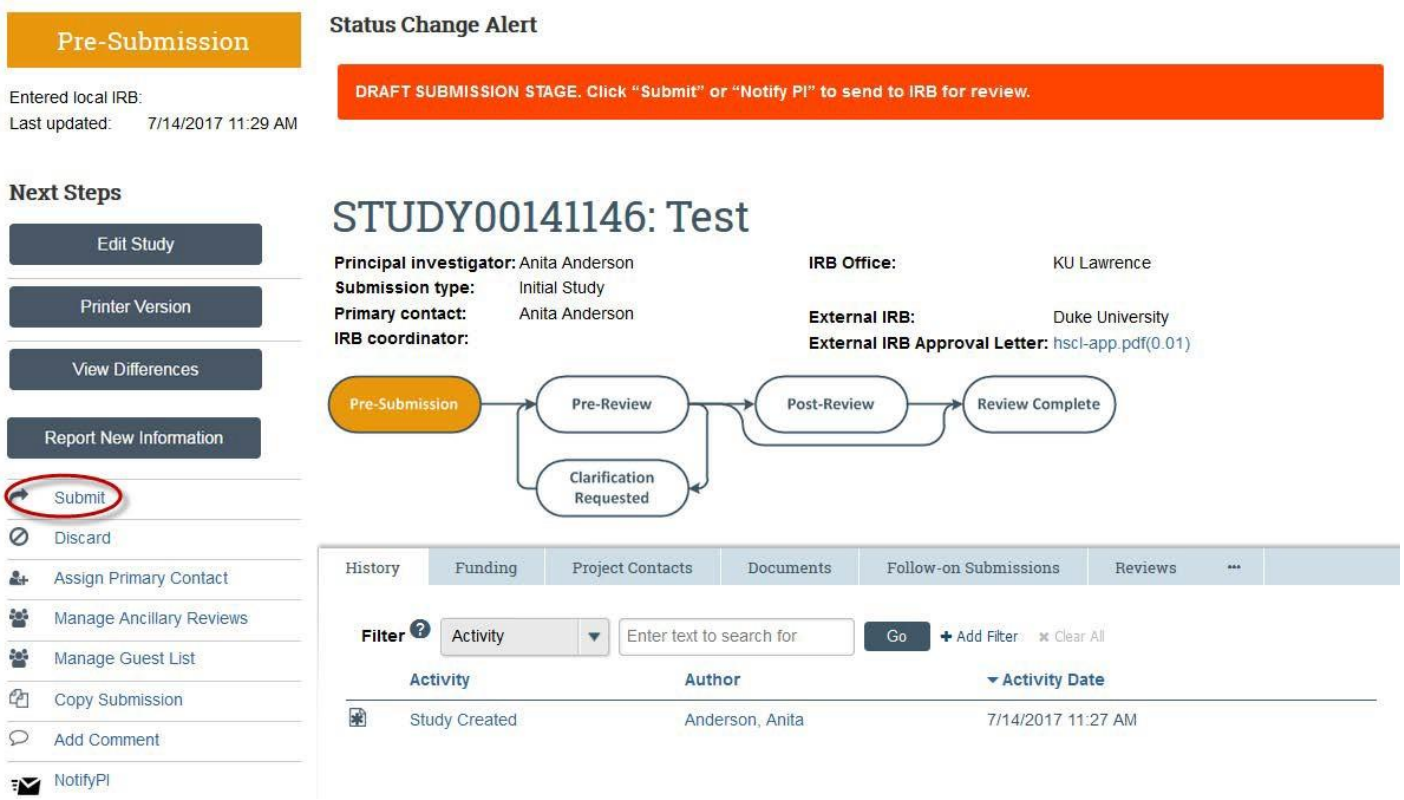
**Note: If you do not see your collaborating institution in the list of External IRBs, please contact irb@ku.edu to add it.

5. **Click "Continue."**

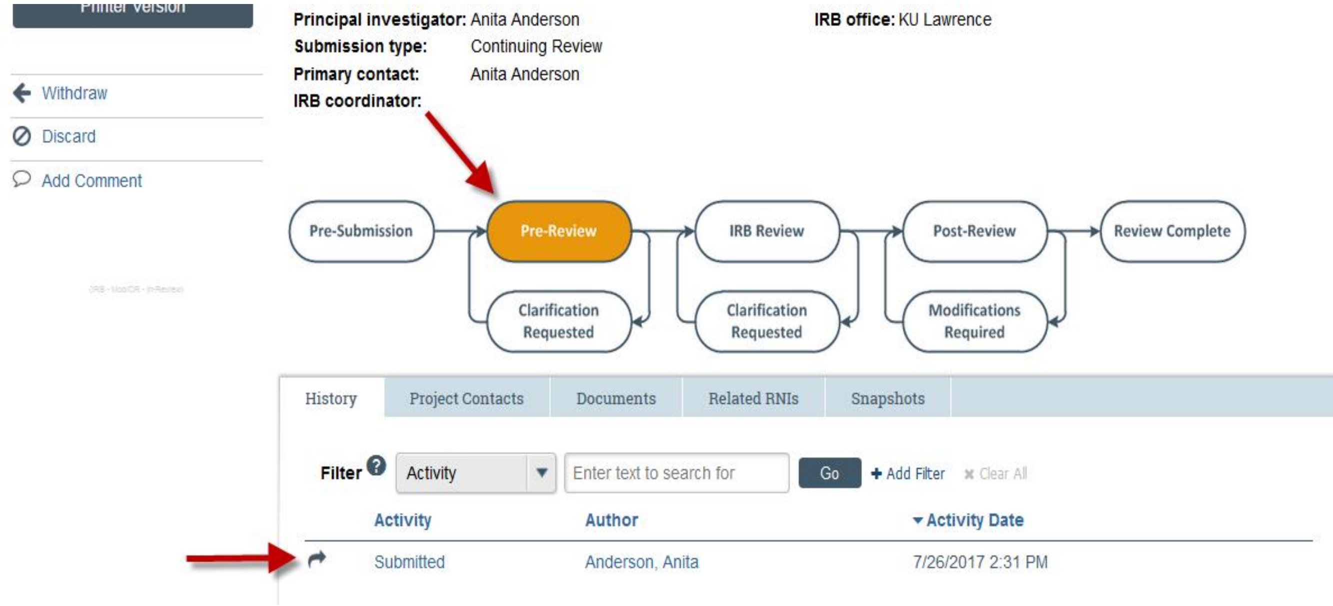


6. Next, complete the rest of the application like a regular study. If you need more guidance on those steps refer to our Creating a Study guide. Once completed, click the "Finish" button on either the top or bottom of the screen.

7. <u>In order to submit your study for review by HRPP staff,**click the "Submit" button on the left side of the screen.** The system will ask you to enter your KU ID and password.</u>



8. Once the study is submitted, the flowchart will change from "Pre-Submission" to "Pre-Review" and the History Activity will show that the study has been "Submitted". There will also be a green banner at the top of your screen for a few seconds to show submission.



Looking for something else? There is more information available on the HRPP website:

Quickstart

- ✓ Creating a Study
- ✓ Continuing Review
- ✓ Accessing a Study
- ✓ Changing Principle Investigator
- ✓ Adding Funding
- ✓ Modification
- ✓ Study Team Modification
- ✓ Responding to Clarifications
- ✓ Closing a Study

Guides

- ✓ Student Ancillary Review Guide
- ✓ Faculty Supervisor Ancillary Review Guide

Human Research Protection Program
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