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 hscl@ku.edu with any questions, or additional information on collaboration with other institutions.

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

STEP 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 show you any projects that require action from the research team.**
STEP 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?”

Basic Information

1. * Title of study:  
   External Study

2. * Short title:  
   Test

3. * Brief description:  
   External Study

4. * Principal investigator:  
   Anita Anderson

5. * Does the investigator have a financial interest related to this research?  
   ○ Yes ○ No

6. * Which IRB should oversee this study?  
   ○ KU Lawrence  
   ○ KUMC  
   ○ KUSM-W  
   Clear

7. * Will an external IRB act as the IRB of record for this study?  
   ○ Yes ○ No
**STEP 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 hscl@ku.edu to add it.

**STEP 5:** Click “Finish.”
STEP 5: In order to submit your study for review by HSCL staff, **click the “Submit” button on the left side of the screen.**
Looking for something else? There is more information available on the HSCL website:

Quickstart

✓ Creating a Study
✓ Continuing Review
✓ Responding to Clarifications
✓ Closing a Study

Guides

✓ Student/Faculty Supervisor Submission Guide
✓ Study Submission Guide

FAQs

✓ eCompliance FAQs