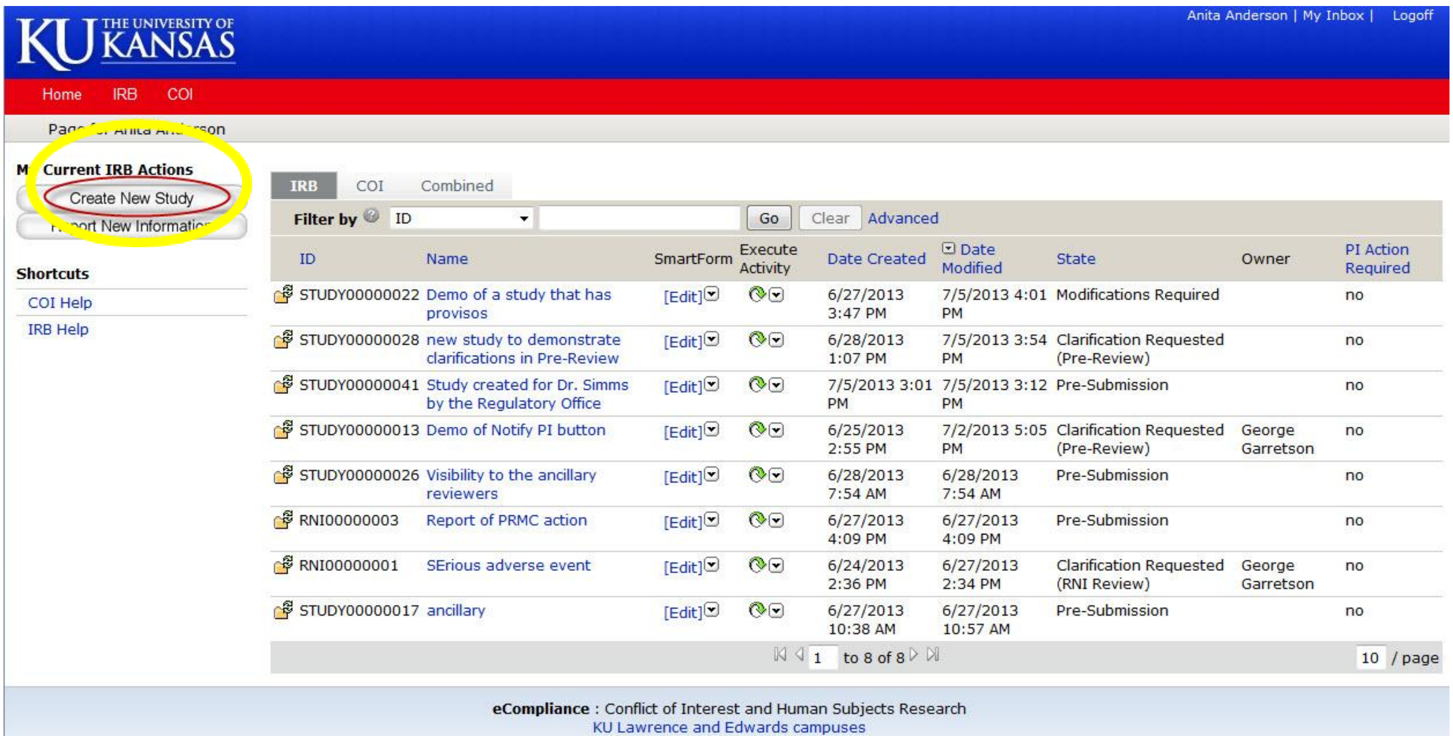
Creating a Study in eCompliance

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.



NOTE: eCompliance is a submission system that is made of form pages with specific sets of questions grouped together on the pages, like "Basic Information", "Funding Sources", Study Staff", etc. Different pages will ask you to answer certain questions or to upload specific documents.

STEP 3: Work through the pages by answering questions and uploading documents. The Basic Information page, question 8, is where you can attach the **application**. *Please note that there is a different location to upload other documents—including consent forms and procedures—do not upload those documents in the protocol field.*

NOTE: If you do not have the current version of the application, which was revised on June 17, 2013, and you do not know where to find it, click on the HRP-503-ProtocolLinks link, or visit our website.

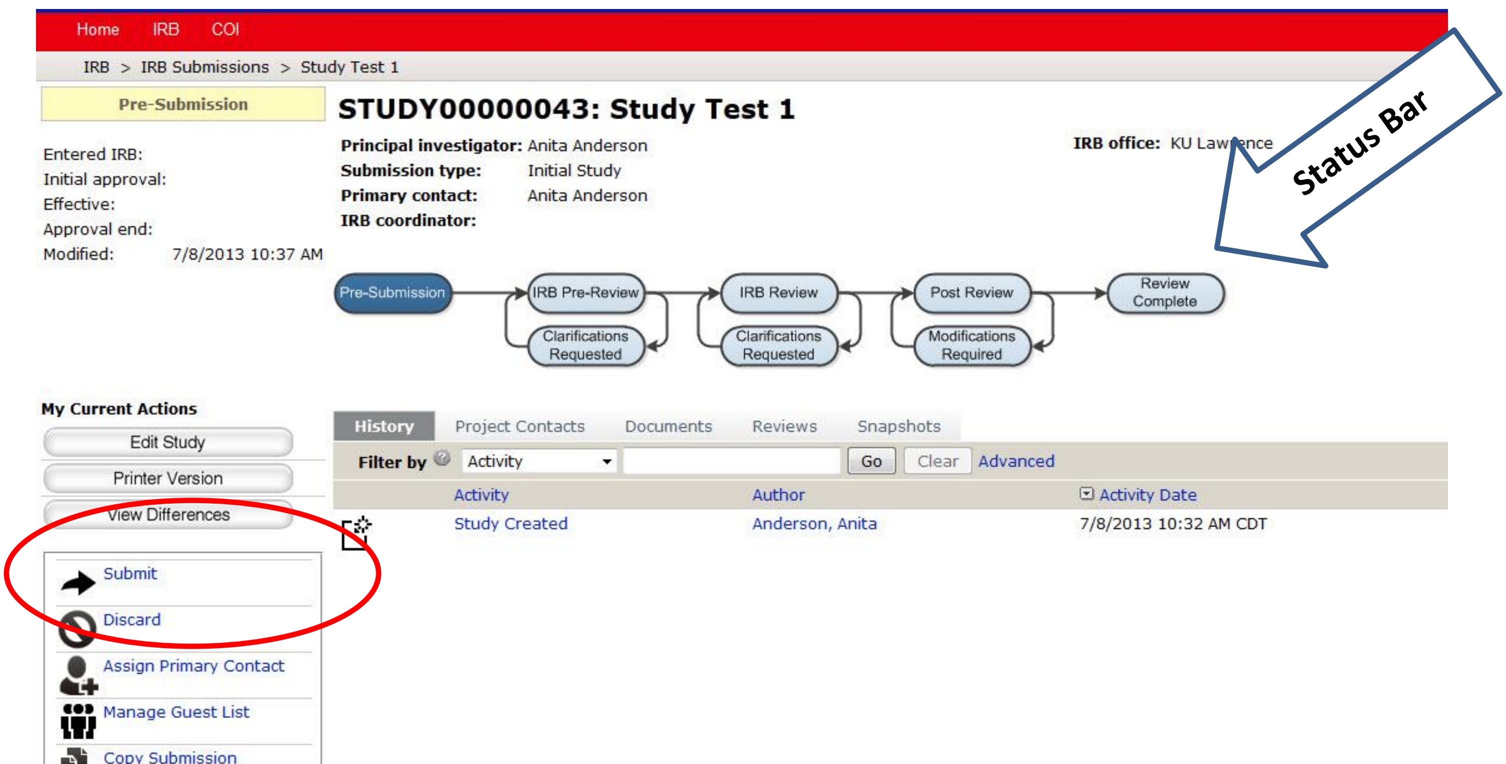
Checklist of Documents in eCompliance	
eCompliance Page	**Documents to Prepare and Upload**
Basic Information	*Initial Submission Application
Funding Sources	Grant applications or award letter (if applicable)
Study Team Members	For non-KU affiliates, submit IRB Access form to HSCL@ku.edu prior to final submission.
Study Scope	N/A
External Sites (if checked in Study Scope)	IRB Reliance letter (if available). Letter of support (if applicable)
Consent Form and Recruitment Materials	Consent Documents (Signed consent, information statement, etc.) and recruitment materials (flyers, emails, letters, etc.)
Supporting Documents	If Applicable: • Surveys, instruments • Data collection sheet • Subject instructions, diaries, etc. • Sponsor correspondence • HIPAA waiver request • Etc.
	***Required on all new studies**

*NOTE: Consent forms **must** be uploaded in the "Consent forms" section on the "Consent Forms and Recruitment Materials" page.*

STEP 4: Click "Finish." Pay attention to point 2 on the final page—you will need to click SUBMIT on the next page after you click "finish."

STEP 5: In order to submit your study for review by HSCL staff, **<u>click the “Submit” button on the left side of the screen.</u>** If you are not the PI on the project, then the PI will need to log in and click the “Submit” button.

NOTE: Students who are submitting a study will need to create an <u>ancillary review for their faculty advisor</u> before submitting their project for review. This can be done by clicking “Manage ancillary reviews,” Clicking “Add” and finding the faculty member’s name. Please make sure you note that a response IS required. See the Student guide for detailed instructions.



*NOTE: Once you have submitted your study, you can check on the progress of your submission by logging in and viewing the **status bar**.*

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

Quickstart

- ✓ Creating a Study
- ✓ Modification and Continuing Review
- ✓ Continuing Review Determination Guide
- ✓ Closing a Study

Guides

- ✓ Student/Faculty Supervisor Submission Guide
- ✓ Study Submission Guide

FAQs

- ✓ eCompliance FAQs