

eResearch's submission summary page, which is built into every board meeting agenda, is a good place to start for basic information that will enable you to engage in board presentations and discussions. While preparing for your IRBMED meetings, remember to read the submission summaries for all of the studies on the day's agenda.

On a single web page, the submission summary presents several important kinds of information about each study scheduled for review, including:

- Direct links to all supporting documents accompanying a submission;
- All outstanding contingencies, or requested changes to a submission;
- The names and affiliations of the study team members, as well as study sponsors;
- Risks and benefits associated with a study;
- Any special considerations;
- Informed consent and assent procedures, including requests for waivers; *and*
- The study abstract.

Over the next few minutes, we'll look more closely at the information that the submission summary contains, all on one page within eResearch.

To access submission summaries, begin by opening your meeting's agenda. On your eResearch home page, first click on the board you sit on. This will open a new window displaying a list of meeting dates. Click on the appropriate meeting date.

You're now on the front page of your meeting agenda. Click **View Agenda by Submission Type** to see a list of all studies scheduled for board review, organized according to what kinds of submissions they are. Notice **Submission Summary** below each study title. When you click on any **Submission Summary**, you open a new page, which contains basic information about the study at hand.

Near the top, the submission summary offers links to any supporting documents, such as a *study protocol* and any *informed consent* documents. Below the links, you'll see a list of any outstanding contingencies.

Since the submission summary occupies a single web page, you'll need to scroll down to see it in its entirety. Below the contingencies, you'll find listed all members of the study team, including their roles on the team and their University departments. Directly below this list is information about the study's sponsors.

Scrolling down further, you'll find descriptions of all benefits—both direct and indirect—and all reasonably foreseeable risks that the study presents to its subjects.

Scrolling to the bottom of the submission summary page, you'll see three more categories of basic study information:

## **U-MIC TRANSCRIPT eResearch Submission Summaries**

- special considerations—including vulnerable subject populations;
- informed consent and assent procedures, including any requests for waivers;  
*and, finally,*
- a study abstract

eResearch's submission summaries provide you with the basic information that you, as a board member, need to engage in IRBMED presentations and discussions.

Contact the IRBMED office for more information about using eResearch.

*Posted: 5/2/2012*