

From: irb@umassmed.edu
To: [Jean-Baptiste \(Blackwood\), Joann](#)
Subject: ACTION REQUIRED: Edit Research Staff to remove inactive study staff [eIRB]
Date: Wednesday, September 1, 2021 9:04:58 AM
Attachments: [umms-pi-edit-research-staff-v7_20190628_final.pdf](#)

Dear Research Community,

As noted in earlier communications, eIRB is being upgraded to a cloud-based environment that will provide greater product stability. The anticipated go-live date is October 12, 2021.

While this email is fresh in your queue, please review each of your studies and use the Edit Research Staff function to remove all inactive study staff. This includes individuals who are no longer students or employees of UMMS or the clinical system.

When you edit research staff, please **verify that the Project Personnel tab shows your updated changes** as it can be very easy to miss the final OK button that makes changes take effect. The attached job aid walks through editing research staff step-by-step.

In preparing for the eIRB upgrade, the IRB has been reviewing Active Study Staff, and we are finding many individuals listed on active studies even though they have no current affiliation with UMMS or the clinical system. As a friendly reminder, investigators are required to update the IRB with any changes to study personnel (*HRP-800 INVESTIGATOR GUIDANCE: Investigator Obligations*, <https://www.umassmed.edu/ccts/irb/investigator-guidance/>). This includes removing individuals when they graduate or end employment. In the event an investigator wishes to involve someone from outside the institution in the conduct of human subjects research, it is necessary to contact the IRB office regarding necessary permissions. Please note that all volunteers must be formally registered with UMMS Human Resources.

In the event the UMMS IRB has established an IRB authorization agreement or reliance agreement to extend our IRB coverage to collaborators who are external to the institution, please list them on the eIRB Project Personnel tab only if they have UMMS single sign-on credentials. Otherwise, they can be attached to the study through an HRP-215 Non-UMass Personnel List, which is submitted to the IRB office via email.

We appreciate your assistance in preparing studies for transition to the new eIRB, and we look forward to continuing to serve the UMMS research community with an improved eIRB system.

Sincerely,

Allison Blodgett, PhD, CIP
Director of IRB Operations

The new eIRB goes live October 12, 2021. Visit the links below for more information:

<https://www.umassmed.edu/ccts/irb/eirb-implementation-october-2021/>

<https://umassmed.sharepoint.com/sites/RMS>