WHAT HAPPENS AT GO LIVE?

+ Any new submissions will be created and managed in Click eIRB.
+ Existing submissions will be processed through Click eIRB as continuing reviews come due and/or modifications are required. The Swedish Institutional Review Office will contact researchers to guide them through this process as continuing reviews come due.
+ December 31st, 2016 will be the last day that submissions will be processed via iRIS.

IMPORTANT INFORMATION

+ **URL:** Here’s the address for the login window for the Production Click eIRB. Use this for go-live: https://eirb.providence.org.
+ **Log-in:** Use the “Caregivers” login on the left to sign in via Providence Health & Services Single Sign-On (SSO).
+ **External users** (those outside of Swedish/Providence) will need to request access to Click and receive a log-in.
+ **Testing:** Here’s the address for the login window for the Test instance of Click eIRB: http://mpclkphsstage.huronclick.com/irb_stage
+ **Documentation:** Click eIRB training documents and manuals are available within Click (choose the Library link). These documents will also be available on the Swedish Research Center web page at: http://www.swedish.org/for-health-professionals/research/institutional-review-board
+ The Swedish Institutional Review Office will provide ongoing user training. Please contact the IRO at 206-215-2536 to schedule in-person or on-line training.
+ Click users should will receive important announcements and reminders from no-reply@eirb.providence.org and should add this email address to their spam whitelists so that they do not miss important notifications.

GETTING HELP

+ **Access:** Click eIRB accounts can be requested by clicking the “Request Account” link at https://eirb.providence.org.
  – Contact your local IRB office for assistance logging in or with questions about your access
+ **Technical Questions:** Contact the Application Analysts, Colin Cojocariu and Deborah Quitmeyer, at ORPOPeResearchSupport@providence.org
+ **How-to Questions:** Contact your local IRB Office at:
  – Oregon: orpmcirb@providence.org
  – Washington: institutional.review.board@providence.org
  – Swedish: review.board@swedish.org
  – Don’t know who your local IRB office is? Contact Estela Hamblen (Swedish), Carol Llewellyn (Spokane) or Laurie Skokan (Providence Portland) at IRBSHaredServices@Providence.org for assistance.