

BullsIRB

Data Migration Guidance and FAQs

This document provides detailed information on how studies currently approved in eIRB (ARC) will be migrated into the USF IRB's new electronic submission system, BullsIRB. Please contact the USF IRB at RSCH-IRB@usf.edu or (813) 974-5638 with questions.

When will data be migrated from eIRB into BullsIRB?

BullsIRB will go live on Monday, October 28, 2019. Data migration will begin on Friday, October 25th.

To allow sufficient time for data migration, the IRB will not accept applications submitted in eIRB after 5:00 pm on October 24, 2019. Applications submitted prior to 5:00 pm on October 24, 2019 will be processed in eIRB and migrated to BullsIRB at a later date. All applications in pre-submission after 5:00 pm on October 24, 2019 will be discarded and study teams will be instructed to re-submit in BullsIRB.

How will data be migrated into BullsIRB?


The ARC Help Desk team will migrate applications behind the scenes! Applications for studies approved in eIRB that are in a stable state (i.e. no open continuing review or amendment applications) will be migrated from eIRB into BullsIRB the weekend of October 25th. Applications that are *not* in a stable state the weekend before BullsIRB go-live will be migrated at a later date (yet to be determined).

What will my new application look like in BullsIRB?

Migrated applications created in BullsIRB will initially be “shell applications”—most data fields will automatically be populated from the corresponding eIRB application. IRB-approved documents will not be pulled from eIRB into BullsIRB.

How will I know my application has been migrated into BullsIRB?

If you log into the study workspace in eIRB and see a message that looks like the one below, you will know your application has been migrated! Click the hyperlink in the message to go to your new study workspace in BullsIRB.



The screenshot displays the BullsIRB interface. On the left, a sidebar contains a 'Migrated' notification box stating 'This study has been migrated to Bulls IRB' and buttons for 'Edit Study', 'Printer Version', and 'View Differences'. Below these is a 'My Activities' section. The main content area features a yellow notification box with the text: 'This Study Has Moved. Pro0000 has been migrated to USF's new IRB system. This record is preserved for read-only purposes. To perform additional actions on the study, including Amendments and Continuing Reviews, please visit the link below: Pro0000'. Below this, the 'Study:' section shows 'Description:' followed by a table with study details.

| | |
|-------------------------|------------------------|
| Principal Investigator: | Study Coordinator: |
| Study Type: Biomedical | Review Type: Expedited |

When do I need to log into BullsIRB to complete my migrated application?

After you've determined that your study has been migrated into BullsIRB, you ***do not need to take immediate action in BullsIRB***. You can wait to log into BullsIRB and complete the remainder of your application until you next need to take action on that application—i.e. you are not required to do anything in BullsIRB until you need to submit a continuing review application, modification (amendment) or report information to the IRB.

When I log in to BullsIRB for the first time, what do I need to do to submit a new follow-on application and complete my “shell application”?

To complete your “shell application” in BullsIRB, you will need to upload all documents currently approved by the IRB. Use the hyperlink at the top of your BullsIRB study workspace to toggle back to the corresponding application in eIRB. From the eIRB application, download all currently approved documents (including, as applicable: informed consent documents, verbal consent scripts, the protocol, Investigator's Brochure, surveys/questionnaires/interview scripts, etc.) into a folder. Toggle back to the “shell application” in BullsIRB. Use the chart below to determine what type of application to create and submit.



Tip!

When you're completing the Local Study Team Members page of your shell application, be sure to update the table in Question 1 to indicate whether each member of the study team has a financial interest related to the research AND their role in the study.

| Follow-on application type you need to submit in BullsIRB | Action required to complete BullsIRB shell application |
|--|---|
| Continuing Review, Full Modification (amendment) OR Personnel Change Request (PCR) | Select “Create Modification/CR” on the left side of the page under “Next Steps.” On the next page, under “What is the purpose of this submission,” select “Modification” or “Modification and Continuing Review,” whichever is applicable for your study. Under “Modification Scope,” select “Study team member information” AND “Other parts of the study.” Complete the application by clicking through each page, answering all applicable questions, and uploading currently approved documents. Submit the Mod or Mod/CR. |
| Reportable New Information (RNI) | Select Create “Modification/CR” on the left side of the page under “Next Steps.” On the next page, under “What is the purpose of this submission,” select “Modification/Update.” Under “Modification Scope,” select “Study team member information” AND “Other parts of the study.” Complete the application by clicking through each page and uploading currently approved documents. Submit the Modification. Then from the home page in your study workspace, select “Report New Information” under “Next Steps” on the left side of the page. Complete and submit the RNI application. |