

PROJECT UPDATE

September 2020



UT RESEARCH MANAGEMENT SUITE

Project Highlights

- IRB is Live!
- Migration of existing studies from IRBaccess will begin in October
- Grants module starting development
- New role for student investigators



IRB is Now Live

The module for the submission and review of human subjects research studies launched on August 11th and has already been used by researchers across campus to submit over 170 new research studies!

Login to **IRB** with your UT EID.

Having Access Issues?



Login to UT Research Management Suite requires a UT EID and Duo authentication. If you have an EID and are unable to register for Duo, you may need to request an EID class change. For more information, please read our **General FAQs** document. For assistance with login issues, **Get In Touch** and a member of our team will help you get the access you need.



Study Migration Affects Continuing Reviews

All exempt and expedited studies with a continuing review or progress report due on or after October 1, 2020 will need to be converted from IRBaccess to UTRMS-IRB at the time of continuing review. Conversion involves moving your study documents and information to the new system and confirming that the record in UTRMS-IRB is complete. The IRB's guide for converting your study can be found **here**. **It is strongly recommended that you begin this conversion process at least 3-4 weeks prior to your current study approval end date.** (Conversion for Full Board studies is being led by IRB staff on an accelerated schedule. The IRB office will contact study teams to coordinate this process.)



Grants Module Development

The **Grants module** is in the works!

This month, the project team along with OSP and OIE management and departmental users will begin development on the next phase of implementation which will focus on Grants and Funded Agreements. UT Research Management Suite – Grants (UTRMS-Grants) is slated to replace RMS as the proposal and grants and contracts management system in Spring of 2022.



New Role for Student Investigators

All student-led research requires a faculty sponsor to serve as PI of record. Students should be designated as *Student Lead Investigator* in the study team list. They may additionally be assigned *PI Proxy* for the study which grants permission to submit and respond to IRB queries. Check out our **PI Proxy guidance sheet** to read more about the role and how to assign it. Learn more about PI eligibility [here](#).



System Tips

Is your search coming up blank?



When searching a list for a name, organization, or title, use “%” in front of your search

term. Your search will return results containing (not just starting with) the text string that you entered. For example, when searching for National Institutes of Health (NIH), you can enter “%NIH” or “%Health” into the search bar and receive the result you’re looking for.

View study team human subjects training



UTRMS-IRB links with CITI training data to display training courses completed by study teams.

Once study team members are added to the study team list, click the blue [Study Staff Training Report](#) link near the top of the study record. You will be able to verify that the necessary training has been completed for all team members before making your submission.



Training and Resources

We want to help! Our **Training** page is a great place to start.

Preparing for your first submission? Our **self-help toolkit** will get you started.

Need immediate help and aren’t able to schedule training? Check out our **Get Help Now** page to chat with an expert

for immediate assistance.

Want to be a pro? We're happy to train you or your team in a scheduled session. **Book a training session** with one of our experts.



Upcoming Events



UTRMS-IRB Informational Webinar September 25 at 1:30 PM

Join the project team and IRB staff for a discussion on the new processes for submitting human subjects research to the IRB, tips for getting started in the new submission portal, and the opportunity to have your questions answered. Student researchers will want to join to learn about the new Student Lead Investigator role and how it will affect student projects.

[Register here](#)



Get Involved

This is a community effort! We value the input of our users.

If you have used UTRMS-IRB and have ideas for improvement, or would like to be the first to preview new features, please consider joining our IRB Working Group. The first meeting is planned for November 2020 with continued meetings once per quarter after that. Email the **project inbox** for more information or to provide general feedback.



Do you think a coworker would find this helpful? Please forward to a friend.

***Subscribe** to the UT Research Management Suite Project listserv to receive information on important deadlines and updates about the project.*

You are receiving this newsletter because you have subscribed to our listserv or are a member of a UT research listserv. You can unsubscribe from this newsletter at any time.