How to Create a New IRB Study
When you Login to ePirate, click on the “Dashboard” tab in the upper left hand corner of the screen.
Click on “New Study” on the left side of the screen
Fill in all relevant information. Red asterisks mean that there must be an answer provided. Click “Continue” to go on to the next page.
Click the “Update” button on the left, which will open a new dialog box where you can choose the responsibilities for all team member listed on the research study.
The “Responsibilities” column should now be populated with the options chosen. Click “Continue” to go to the next page and also to finish the remainder of the application.
Complete all relevant information until you get to the Final Page.

***Please note: clicking “Finish” does not submit your application, it just means you are finished with the application at that moment.
When you click Finish on the Final page, you will be taken to the study workspace page. Before ePirate will allow you to submit your study, all study team members listed on the first page of your application must click “Agree to Participate”.
You can help your study team get this done by clicking “Request Participant Agreement”. Doing this sends an email to all study team members asking them to login to ePirate and “Agree to Participate”.

![Image of an IRB study dashboard on East Carolina University's ePirate platform, highlighting the option to request participant agreement.](image)
When your application is complete and all study team members have agreed to participate, the principal investigator will click "Submit Study" on the left side of the screen.

***Please note: only the Principal Investigator can submit a new study.