As a Department Approver, how do I approve a study in ePIRATE?

- The ORIC expects department approvers to provide a robust and complete review of any human research study submission coming from their department. The electronic application should be reviewed in its entirety as well as all uploaded documents.

- The purpose of the Departmental Review and Approval in ePIRATE is to ensure the following:
  1. The project is consistent with the mission, goals and objectives of the Department/Division/School;
  2. The investigator and study staff have the appropriate expertise to conduct the research as described in the submission;
  3. The science of the project is sound; and
  4. The Dept/Div/School has the resources required to support the project.

- As the Department Reviewer you will receive a notification from UMCIRB@ecu.edu, generated by ePIRATE, informing you that a study has been submitted and requires your review and approval. This notification will go to your regular email account.

- There will be a link in the notification you receive which will allow you to log into ePIRATE to review the study. When you log in from this link you will be taken directly to the workspace of the study which requires your review and approval. If you are accessing the study via the link provided in this notification, slides 4-7 that follow will provide you with instructions for how to review and approve the study.

- Alternatively, you may also log into ePIRATE by going to our website, www.ecu.edu/irb and clicking on the ePIRATE button. If you choose to login in this manner, you will arrive at the ePIRATE Home Page. From this page, you should proceed to your own ePIRATE Home Page by clicking on “My Home” next to your name in the purple banner in the upper right corner of the screen. Once in your own ePIRATE Home Page you will need to make sure that you are in the proper ePIRATE “Role” in order to conduct the departmental review and approval. You should make sure to select your “Dept/Div Approvers” role. The titles of studies for which you are the Dept/Div Approver will appear under the tab titled “My Inbox”. Click on the title of the study which requires your review. Slides 2-7 that follow will provide you with instructions for how to access, review and approve the study if you are accessing it by going to ePIRATE via our website.
Welcome to ePIRATE, the electronic Portal for Institutional Research at East Carolina University.

This site enables East Carolina University to manage all aspects of Institutional Review Board (IRB) compliance processes.

Click on My Home in the upper right hand corner of this screen to create a study, create and edit your Profile and perform other actions on existing research studies.

This is the ePIRATE Home screen that you will see when you log in to ePIRATE. Click on "My Home" to be directed to your ePIRATE Home screen.
This is your ePIRATE Home screen which will appear after clicking "My Home" above.

Make sure that you are in the correct ePIRATE "Role" - for the purposes of this tutorial that would be "Dept/Div Approvers".

Once you are in the correct ePIRATE "Role" you may click the title of the study that requires your review and approval.
Note the "Study State" of "Department Review". This study requires action by you, the Department Reviewer.

Click here to view the electronic application in its entirety. You will also be able to view all uploaded documents in this view. The documents uploaded throughout the application will appear as links; clicking on the document link will open the document for your review.

If there are changes that you would like to request you may click this button to log your request and return the study to the study team to make the changes.
This is the box that will pop-up when you click "Changes Requested by Department Reviewer".

Log your comments and requested changes to the study team in this text box.

Click "OK" to return the study to the study team so that they may make the changes you are requesting.

Please Note: After the study team has made the changes to the study that you request they will return the study to you for your re-review and approval (or request for further changes if needed). You will need to take the same steps described in this tutorial to approve the study.
After you have reviewed the study in its entirety and are ready to approve it, click here.
This is the pop-up box that will appear when you click "Issue Departmental Approval".

When you are ready to approve the study read the attestations above, make any comments you wish to log in the comments text box below and then click "OK".
Once you have approved the study you will find the “Study State” will change from “Department Review” to either “IRB Assignment” or “Ancillary Review” depending on the requirements of the study.