Linking OnCore Data to IRBIS

Introduction: We have recently completed Phase 1 of creating communication between OnCore and IRBIS. This exciting change also allows for UNC-IRB actions to be pushed into OnCore for *non-oncology* studies. The following instructions outline functionality currently deployed.

There are two options that users can use to link data:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import protocol information into IRBIS</td>
<td>Manually link data from IRBIS to OnCore via the My OnCore button in IRBIS</td>
</tr>
<tr>
<td>With this option, the title of the study, objectives, and staff list can be imported into IRBIS.</td>
<td>This option can be used to link studies already existing in both OnCore and IRBIS, meaning that a protocol shell exists in OnCore, and an IRBIS number has been assigned.</td>
</tr>
<tr>
<td>This can be used for studies that have a protocol shell newly created in OnCore, and do not have a submission record recorded in IRBIS yet.</td>
<td></td>
</tr>
</tbody>
</table>

After either option is utilized for non-oncology studies, the completed UNC-IRB action will be pushed into in the Reviews tab of the PC Console in OnCore (see page six for further details).

Option 1: Import Protocol Information into IRBIS

1. Log in to IRBIS
2. Select the **New Study** link and check the box in the OnCore area:
3. Type the protocol number in the box that appears and select the **Search** button:

![Create a New Study](image1.png)

4. A pop-up window will appear with a preview of the study’s protocol number, title, and name of the PI. Confirm this information is correct. Select the **Use this Study** button:

![Verify OnCore Study Details](image2.png)

5. The next screen will feature three options. Select the **Choose** button for the appropriate option:

![Create a New Study](image3.png)
6. The study is created in IRBIS. The title and objectives as entered in OnCore will automatically populate in the IRBIS forms:

![Image of IRBIS form with title and objectives]

7. Select the **Save and Continue** button at the bottom of the page to advance to the Project Personnel page:

![Image of Save and Continue button]

8. Upon advancing to the Project Personnel page, the Project Personnel Wizard pop-up window will appear. Select the appropriate staff members and update their roles as needed. Select the **Use the selected Staff** button when done:

![Image of Project Personnel Wizard]

9. The window will refresh and display the selected staff members and roles entered:

![Image of list of staff members and roles]
The imported information will be available in IRBIS. Each staff member with a checkbox checked and a valid role selected will be imported.

UNC-IRB actions will be pushed in OnCore after the review process is complete. See page 6 for more information.

Option 2: Manually link data from IRBIS to OnCore via the My OnCore button in IRBIS

1. Log in to IRBIS and select the My Studies link and click on the hyperlink for the appropriate study:

2. Select the Reference ID hyperlink:

3. Select the My OnCore button on the Application Status page:

4. Enter the protocol number in the pop-up window that appears:
5. A new pop-up window will appear. The protocol number, title, and principal investigator will be listed. Select the checkbox at the bottom of the pop-up window:

6. A new set of buttons will appear on the bottom of the pop-up window. Select the **Use this Study** button:

7. A warning window will appear. Click **OK** if you wish to proceed with linking the study:

The study in IRBIS will be linked to the protocol shell in OnCore.
UNC-IRB Review Information in OnCore for Non-Oncology Studies

After a UNC-IRB action is completed by IRBIS staff, the IRB information will appear in OnCore. To view the information:

1) Navigate to **PC Console > Reviews > IRB**
2) Select the **Details** hyperlink next to the appropriate review
3) The **IRB Review Details** page will appear

**Example 1: Initial or Renewal/Continuing Review**
Example 2: Administrative Review

For a completed Administrative Review, you will see additional text entered in the Summary field. The Expiration Date field will also be blank.

Note: Regardless of review type, you will still need to add related attachments, such as consent forms.