

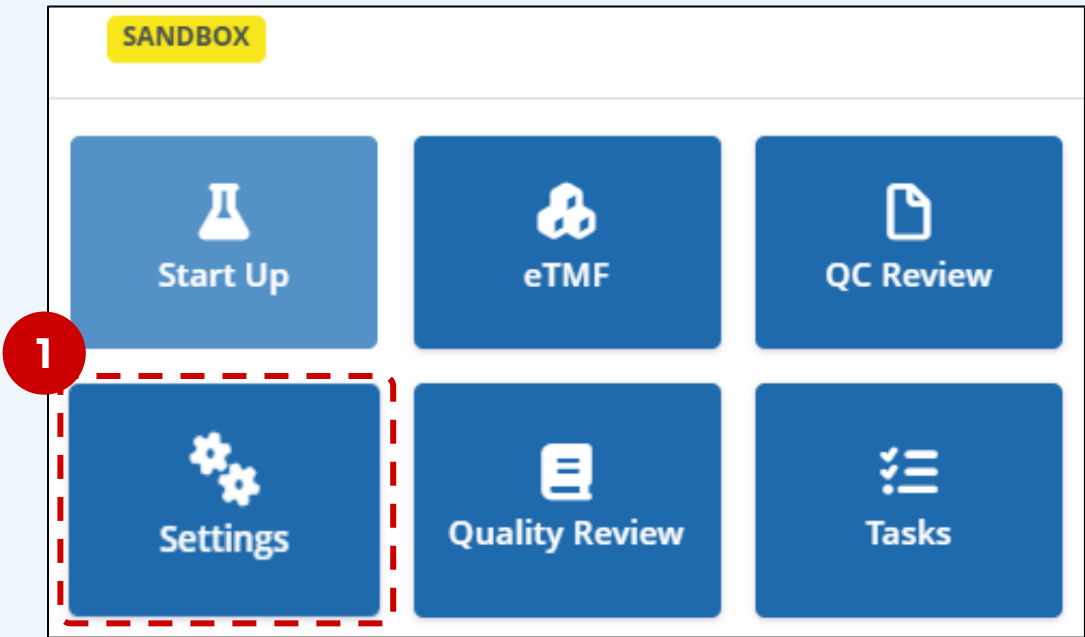
# How to Create an IRB or EC

TI version 10.8

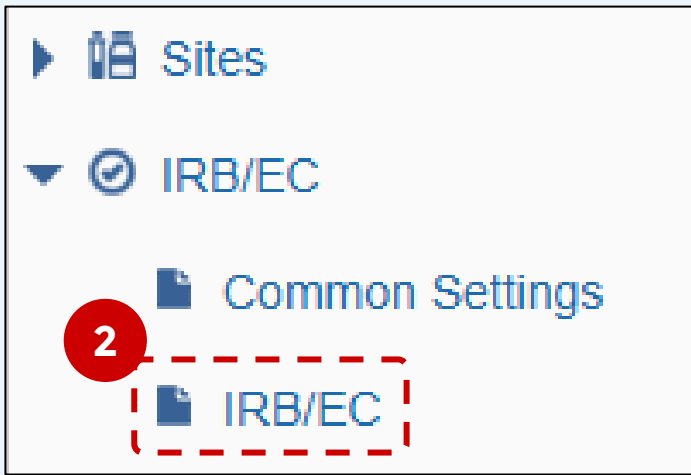
## APPLICABLE TO:

- ☒ Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF
- ☒ SSU

1 Enter a room and navigate to the **Settings** module.



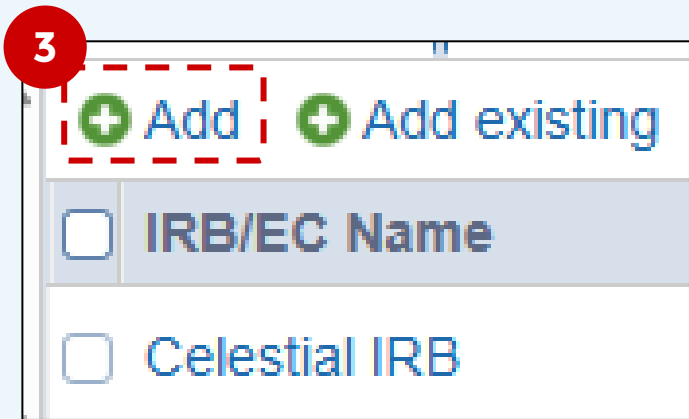
2 Scroll to the *IRB/EC* section and expand it. Click on **IRB/EC**.



3 Click on the **Add** button above the list.



If you have multiple studies in Trial Interactive, you can select *Add existing* to list an IRB that was previously created for you.



4 Fill in the IRB profile (1): add Name and Address, and select the appropriate Type, *Central* or *Local*.

A screenshot of the 'IRB/EC' form. It has two tabs: 'Profile' and 'Committee'. The 'Profile' tab is active. Below the tabs, there are three input fields: 'IRB/EC Name: \*', 'IRB/EC Type: \*' (with a dropdown menu showing 'Central'), and 'Address Line 1: \*'. These three fields are grouped together and highlighted with a red dashed rectangular box. A red circle with the number '4' is placed to the left of the box.

5 Fill in the IRB profile (2): add location information; City, State are write-in fields. Country is a selector field.

5

City: \*

State: \*

Zip Code:

Country: \*

6 Fill in the IRB profile (3): optionally, add approval and timeline-related information such as, for example, Meeting Frequency or Submission Deadline.

6

Approval Cycle:

week

Buffer Time:

week

Meeting Frequency:

Select | x

Submission Deadline:

Select | x

Not specified

week

before meeting date.

7 Switch to the Committee tab, and click **Add** to start listing committees and meeting dates. This is not required to complete addition of the IRB to the room.

IRB/EC

Profile

Committee

+ Add

- Delete

Committee Name	Pre
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8 Double-click on any of the Committee fields to enter/edit details.

Committee Na	Pre Submissio...	Pre Meeting Date	Meeting Date	Dependency	Approval Interval
New Committee	<div>8</div> <div></div> <div>x</div> <div></div>				

9 Click on OK at the bottom-right of the creation panel to finalize.

OK

Cancel

9

The IRB/EC is now available for use in eTMF or Study Start Up.