

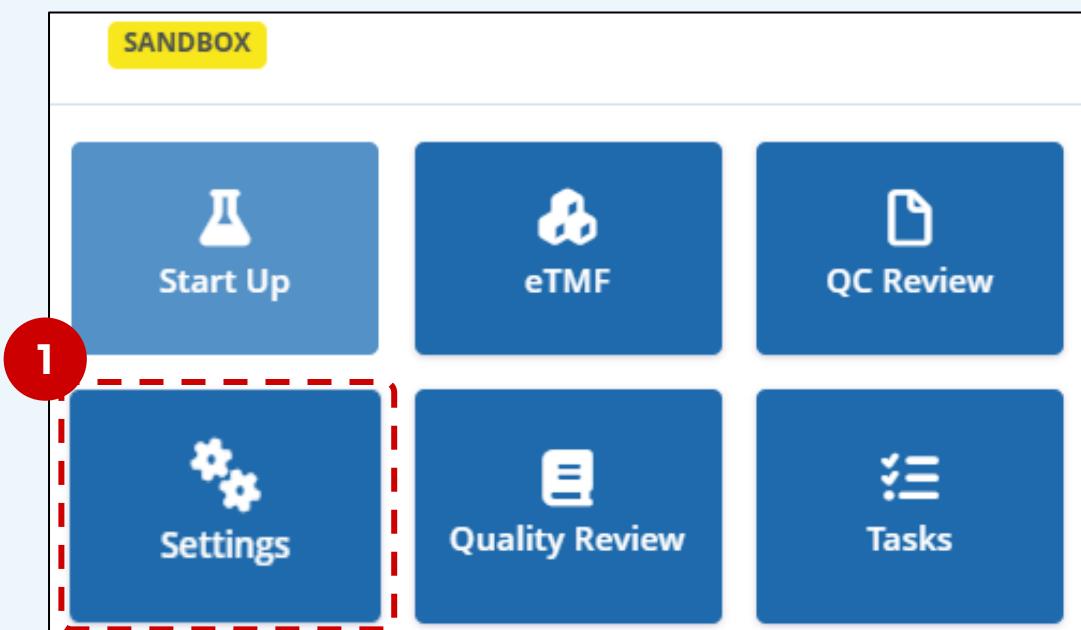
# How to Create an IRB or EC

**APPLICABLE TO:**

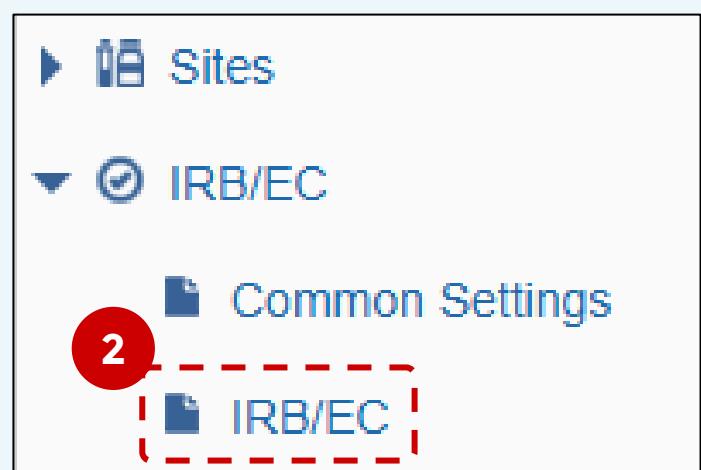
- Admin
- Manager
- Editor
- Reader

- 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**.

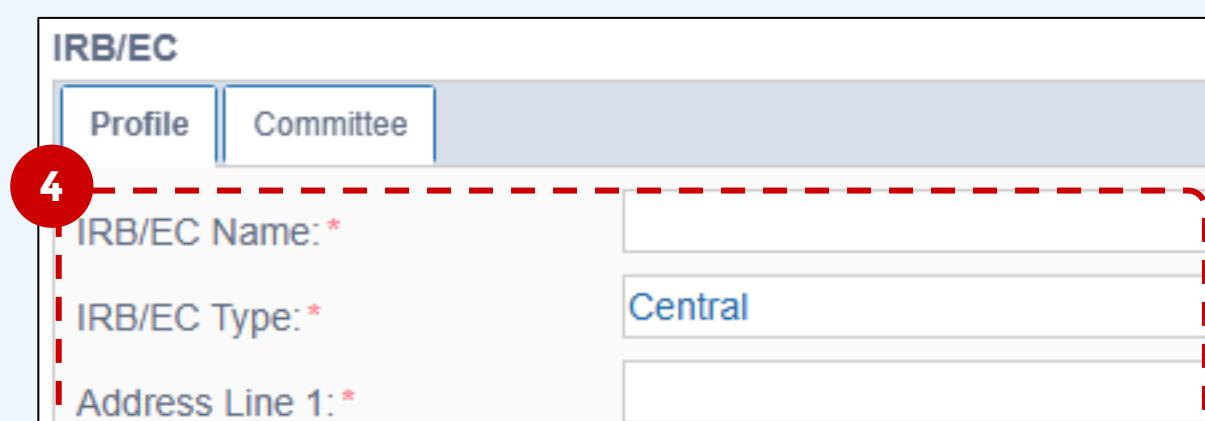


**3** Click on the **Add** button above the list.

 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*.



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

5

City: *	<input type="text"/>
State: *	<input type="text"/>
Zip Code:	<input type="text"/>
Country: *	<input type="text"/>

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:	<input type="text"/> week
Buffer Time:	<input type="text"/> week
Meeting Frequency:	<input type="button" value="Select"/> <input type="button" value="x"/>
Submission Deadline:	<input type="radio"/> <input type="button" value="Select"/> <input type="button" value="x"/> Not specified
	<input type="radio"/> <input type="text"/> week <input type="button" value="x"/> 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
<input type="button" value="Add"/> <input type="button" value="Delete"/>	<input type="button" value="Delete"/>
Committee Name	Pre

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

8

Committee Name	Pre Submission Date	Pre Meeting Date	Meeting Date	Dependency	Approval Interval
New Committee	<input type="text"/> <input type="button" value="x"/> <input type="button" value="Calendar"/>				

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

9

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
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The IRB/EC is now available for use in eTMF or Study Start Up.