

Joining an Existing Study with WIRB

1. Complete ePTF and notify ORA of intention to join a study approved by WIRB.
2. Follow the standard process for creating a new study record in JeffTrial.
3. In the Portal, at the “Create an IRB Application” drop-down menu, select “WIRB”, and upload an OHR-1. (Be sure to check off WIRB at top of OHR-1.) This is the only document you will upload in the Portal. There is no paper submission.
4. Following email confirmation from DHSP that you may proceed in your WIRB application, contact JayLynn Geiger-Goddard (see contact information at the end of this document) or Client Services (800-562-4789) at WIRB to request an invite to an existing, WIRB-approved study. An e-mail will be sent to you confirming that you have been invited to join the study.
5. Go to www.wirb.com and click on the green “Login to Connexus” box at top right of screen.
6. Click on the blue “Register Me” box to set up a user account, or login if you already have an account. After you have registered for an account, you will receive an activation e-mail. Be sure to read the directions provided to finalize the registration. Once your account has been activated, you will be able to login to Connexus.
7. To apply to join an existing study, follow these steps:
 - a. Login to Connexus
 - b. Under the “Workspace” tab, select the appropriate study (IRB Tracking)
 - c. Select the grey button on the right to “Add New Investigator”
 - d. Make sure “Smart Form” is listed as the option on the first line
 - e. Click on the blue words “Initial Review”
 - f. Follow the prompts to complete the Smart Form process. Note that there are several tabbed sections to be completed. You must complete one tabbed section before moving on to the next. If you need to save your work and return later, click on “Save and Submit Later” at any point.
 - g. You also have the option of completing the forms manually and uploading them as your submission. Note that Connexus only allows for Adobe and Word documents to be uploaded into the portal.
 - h. When you have completed the Smart Form process, click on “Review and Complete Your Submission”.

8. Use the OHR-8WIRB consent template when preparing your WIRB application. This template has been approved by both the Jefferson IRB & WIRB.

If you have questions or need any assistance with Connexus, please contact JayLynn.

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