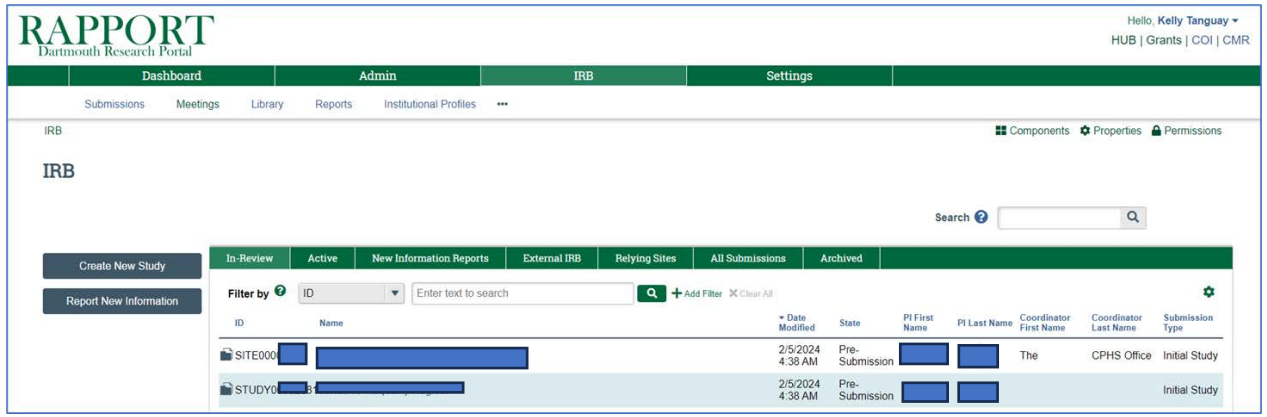
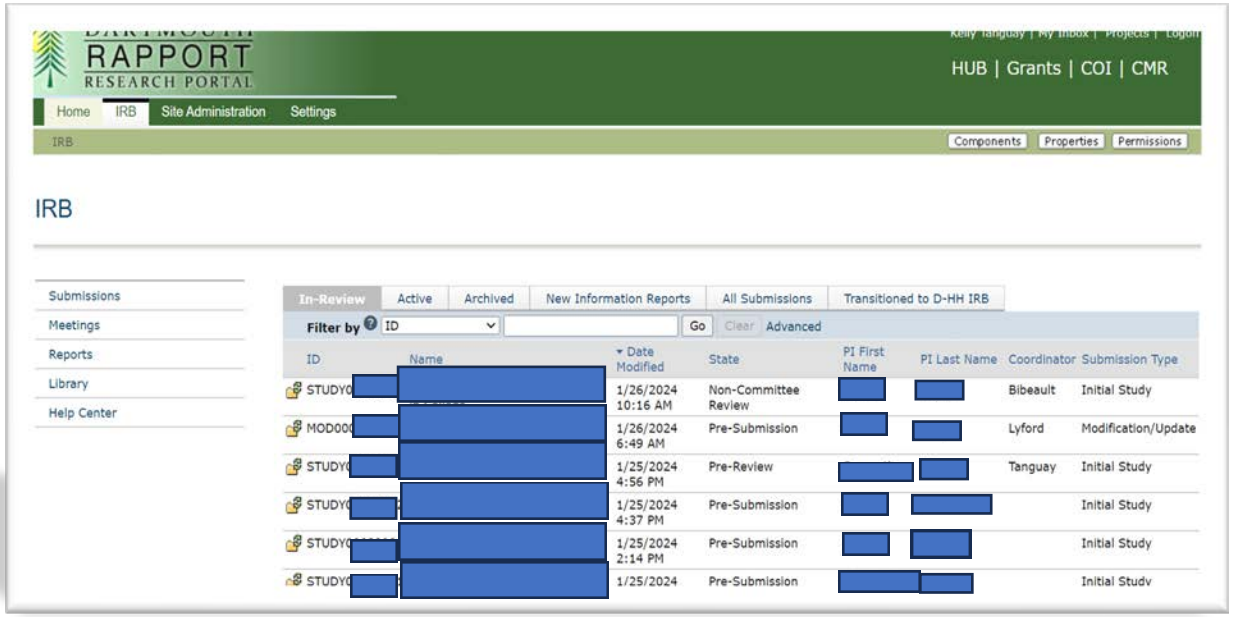
# Rapport IRBv.10 -2024 release

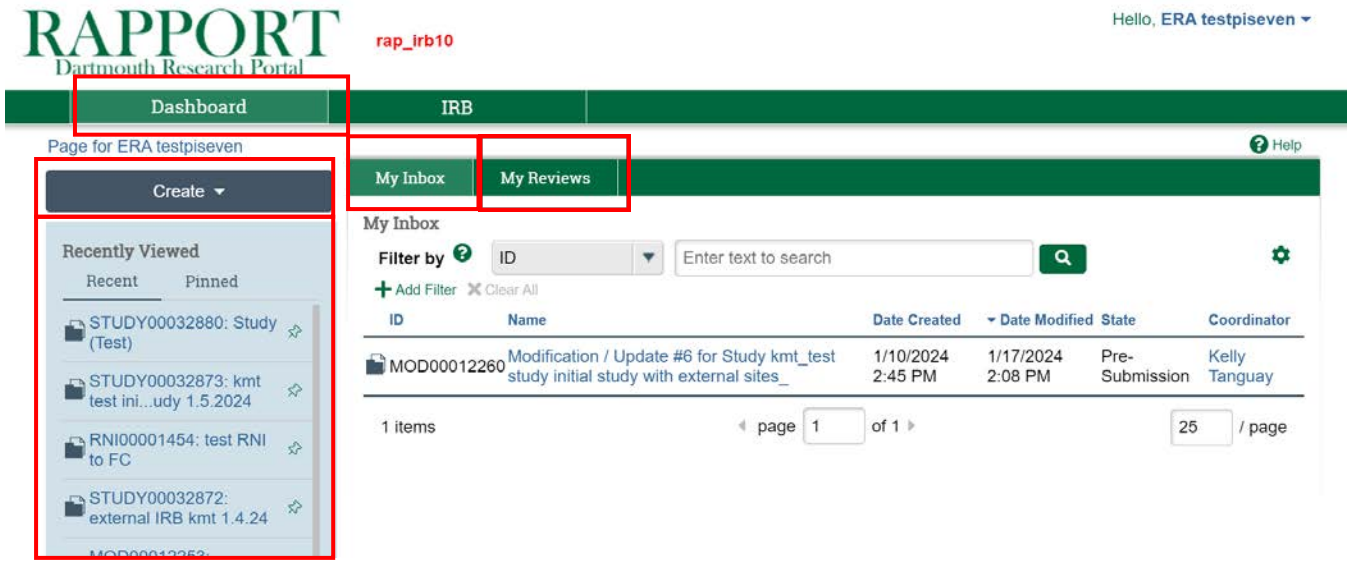



The Rapport IRB 2024 release involved:

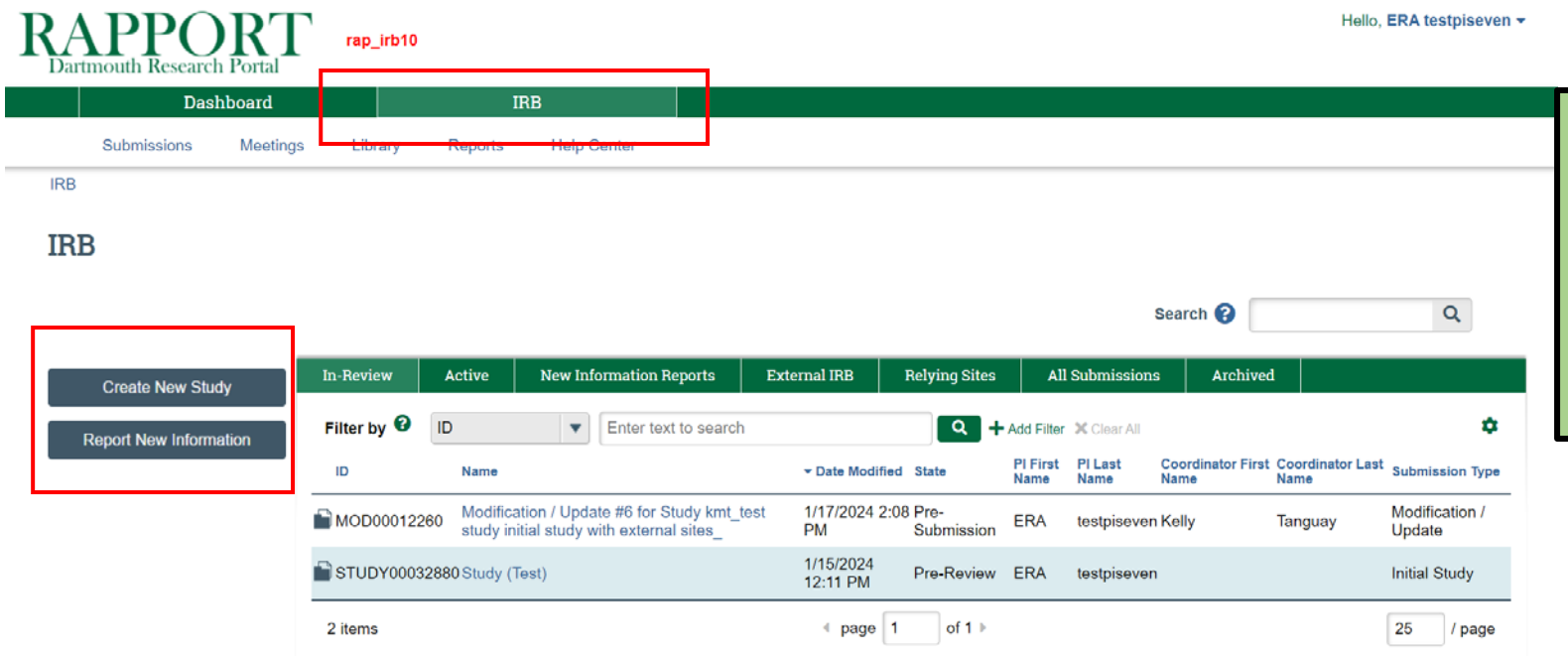
- **Cosmetics** changes- These include minor changes to the display.
- **SmartForm** changes –These does not change what information and materials CPHS needs to review. You will continue to answer the same questions and submit the same materials.
- **Dashboard**- New homepage
- **Compare** button- New feature
- **Study Update workflow -**The process for submitting a **Study Update** for an **External IRB** study has changed.
- **External IRB Study ID** -Studies that rely on an External IRB will have a new Study ID that begins with SITE0000XXX.

# New: Dashboard



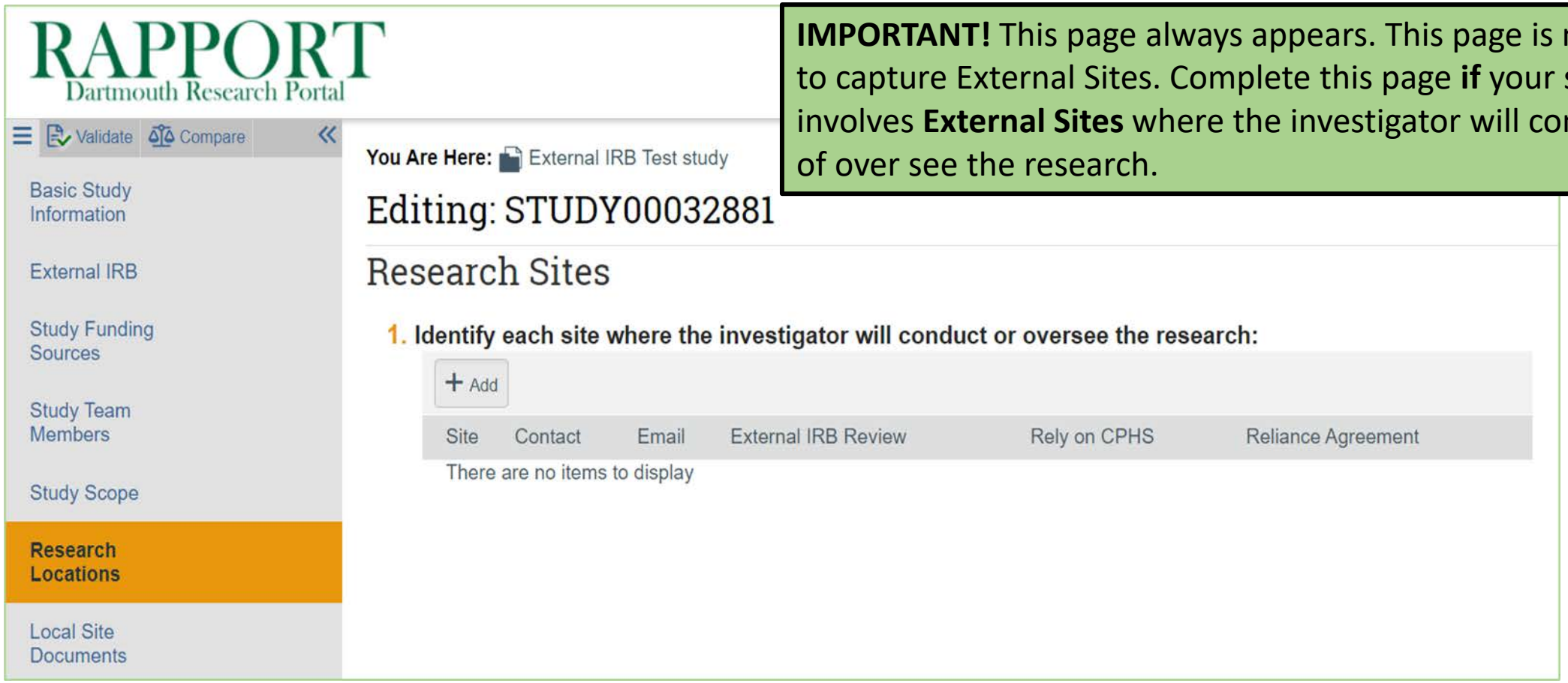

- When you first log in to the system you will be on your **Dashboard**.
- **My Inbox** tab**:** Items awaiting your action.
- **My Reviews** tab: Items awaiting your review.
- **Create** dropdown**:** Menu with creator buttons.
- **Recently Viewed** component: Lists the last several items viewed, with the most recent at the top. Click an item to go to that item's workspace.

# Change-IRB Workspace display



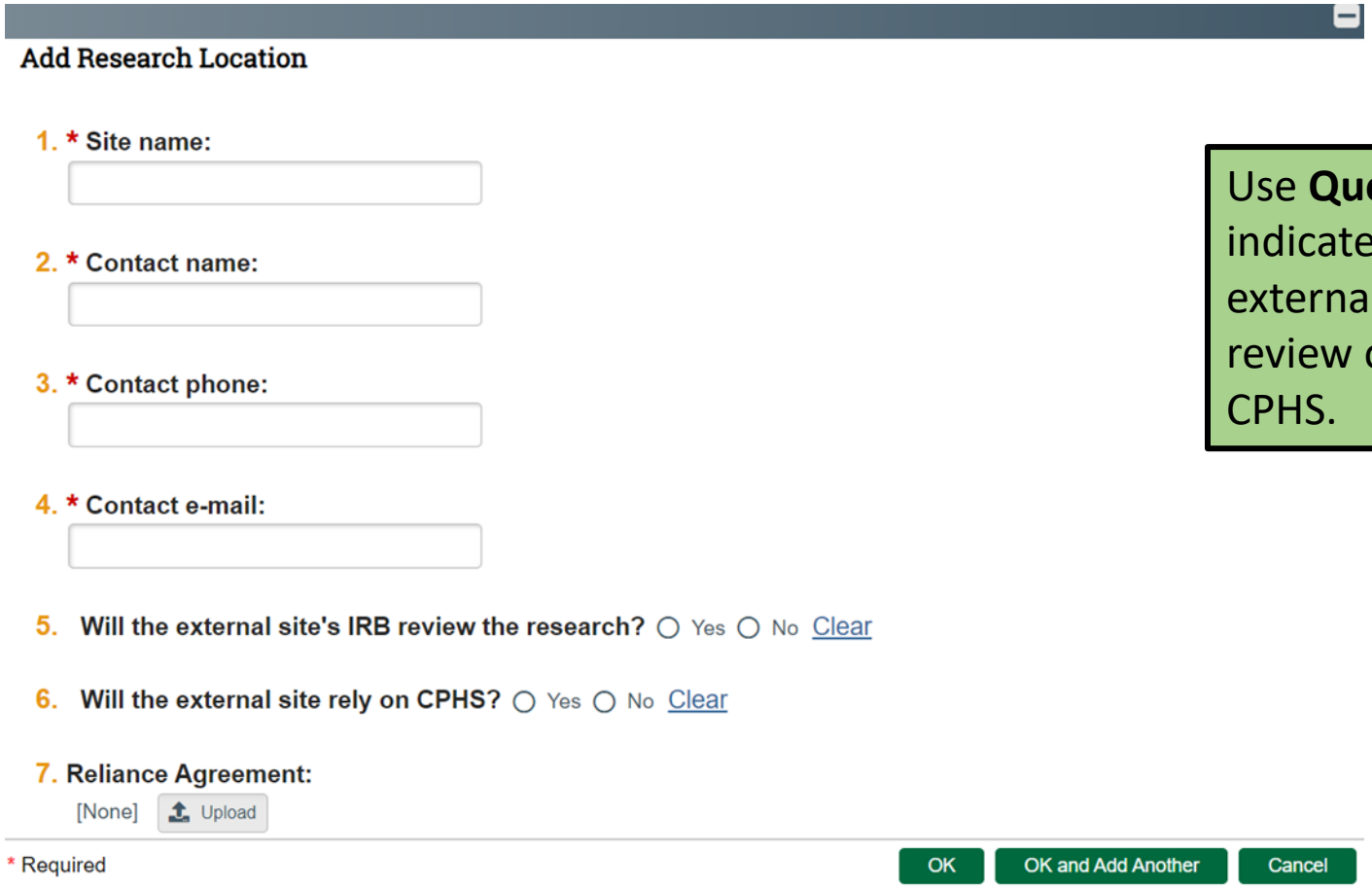

- **The IRB Workspace** is home to the **Create New Study** and **Report New Information** Buttons.
- You can filter by the tabs to find any existing items.

# New-Research Locations SmartForm page




**IMPORTANT!** This page always appears. This page is meant to capture External Sites. Complete this page **if** your study involves **External Sites** where the investigator will conduct of over see the research.

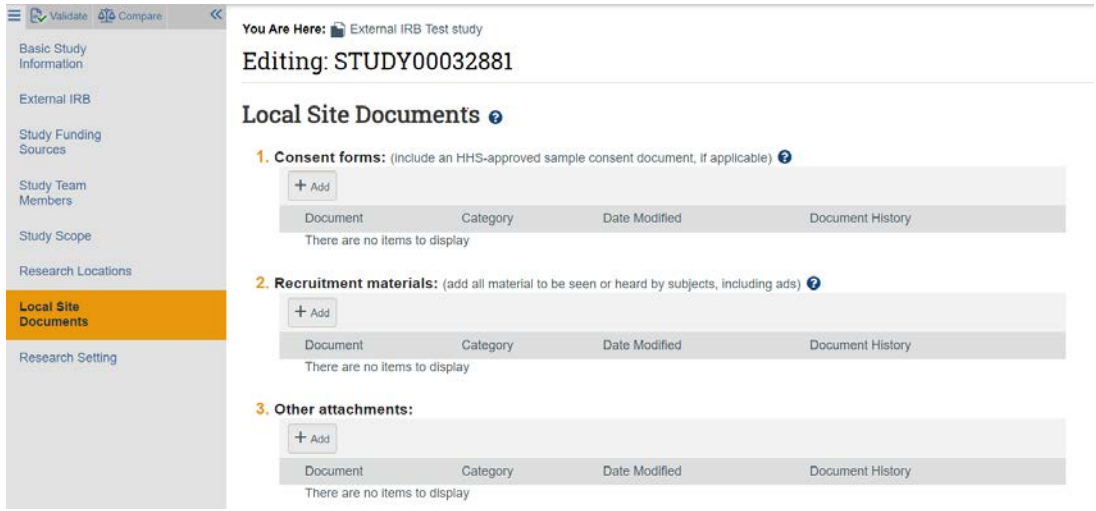
# New-Research Locations SmartForm page




Use **Questions 5 & 6** to indicate whether the external site's IRB will review or request to rely on CPHS.

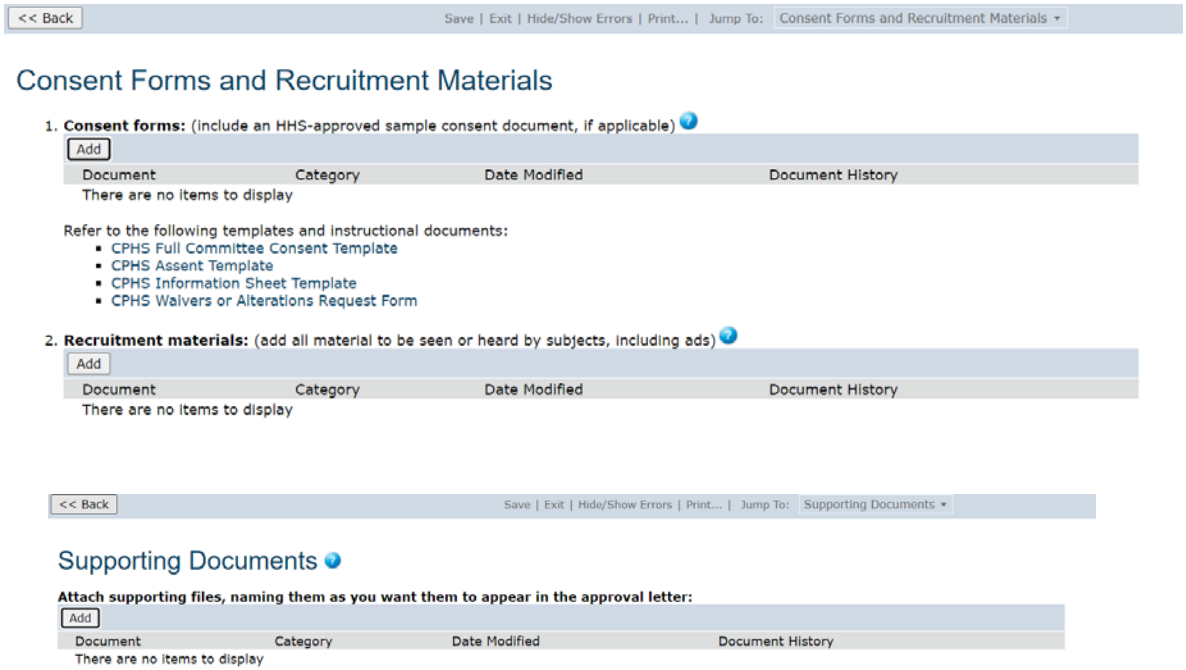
# New-Local Site Documents SmartForm page

2024



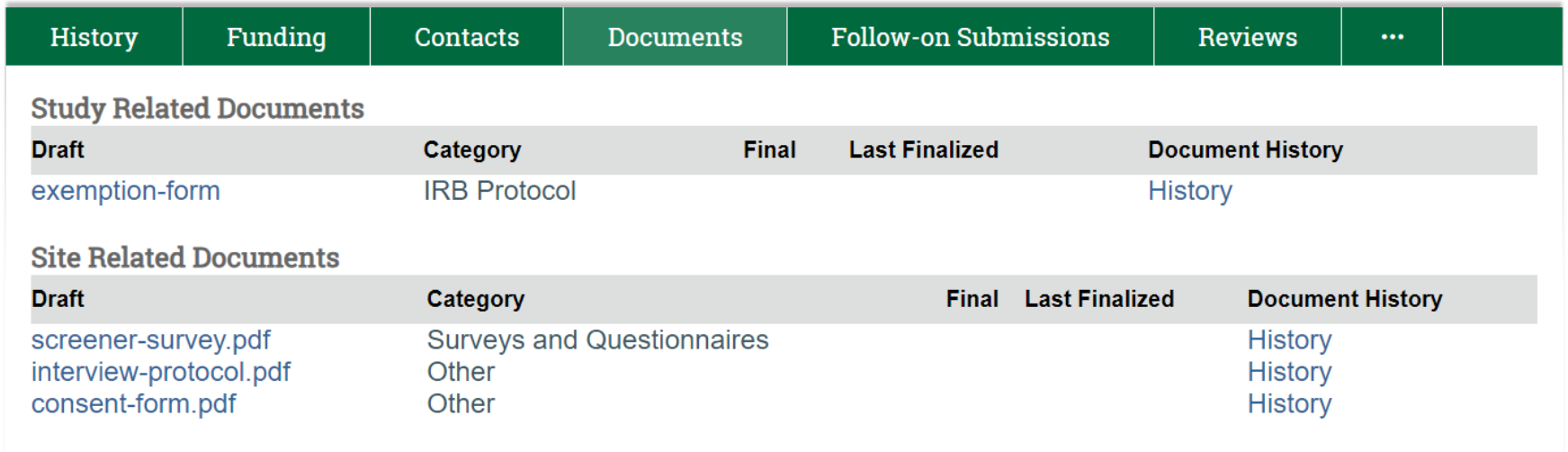

There is now a single page, **Local Site Documents**, for all supporting materials (consent forms, recruitment materials, and other attachments).

Previous Version

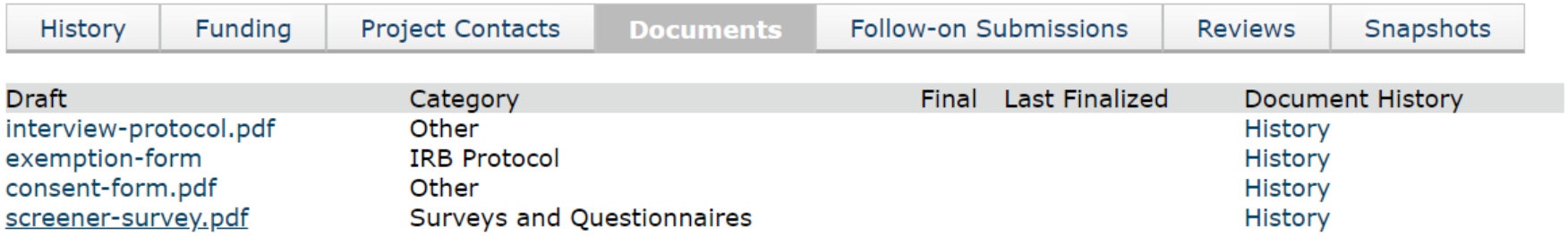


# Change- Documents tab display

2024 version




Previous version

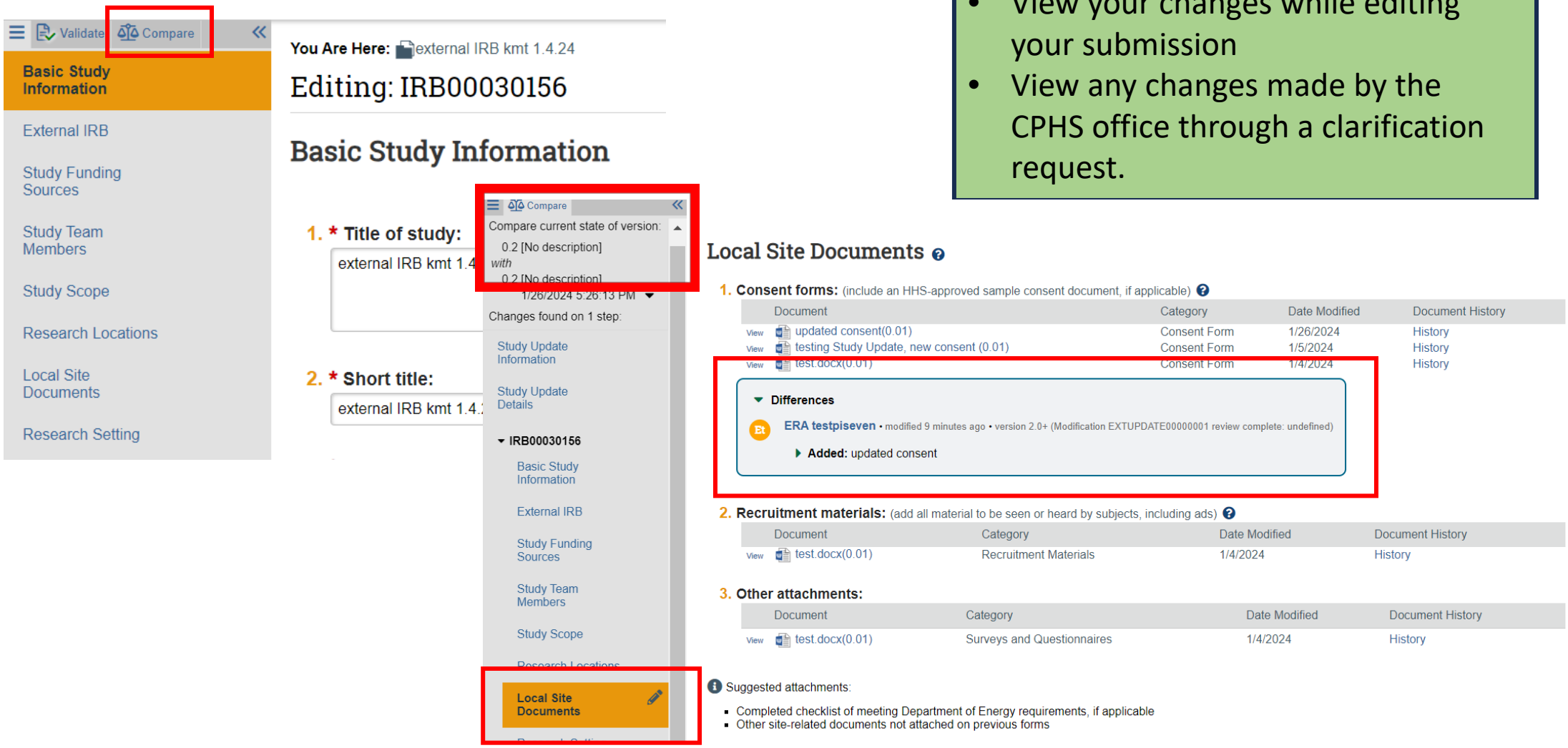



This change to the way documents are displayed under the **Documents** tab does not impact the way materials are reviewed.
The division of **Study Related Documents** and **Site Related Documents** is assigned by the Rapport system.

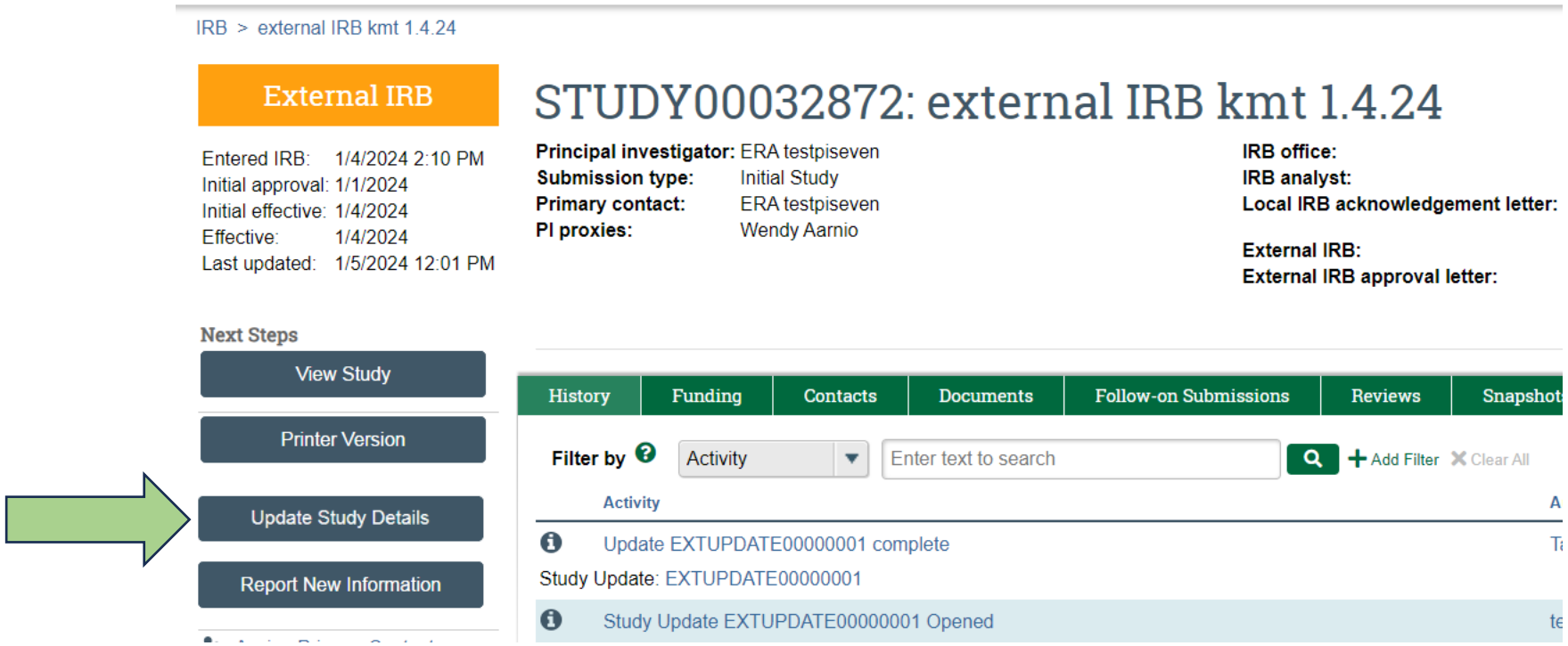
# New –Compare feature

The **Compare** button allows you to:

- View your changes while editing your submission
- View any changes made by the CPHS office through a clarification request.

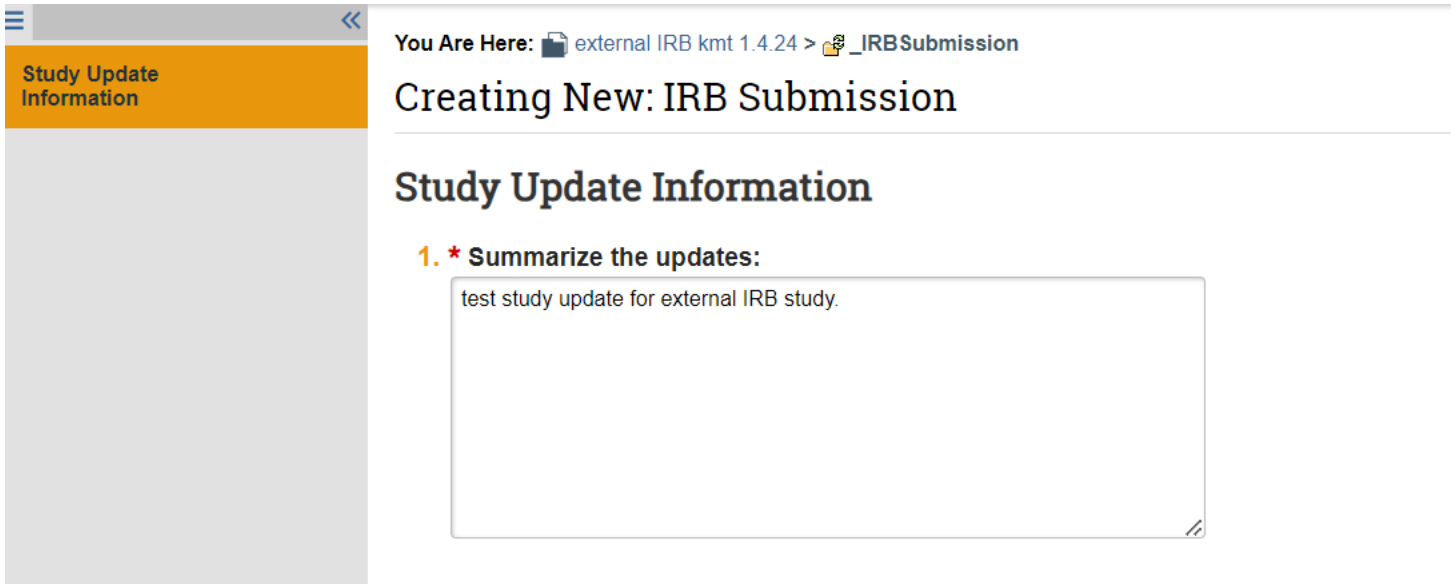


# Change-Study Update to External IRB study workflow




From the study workspace, click **Update Study Details.**

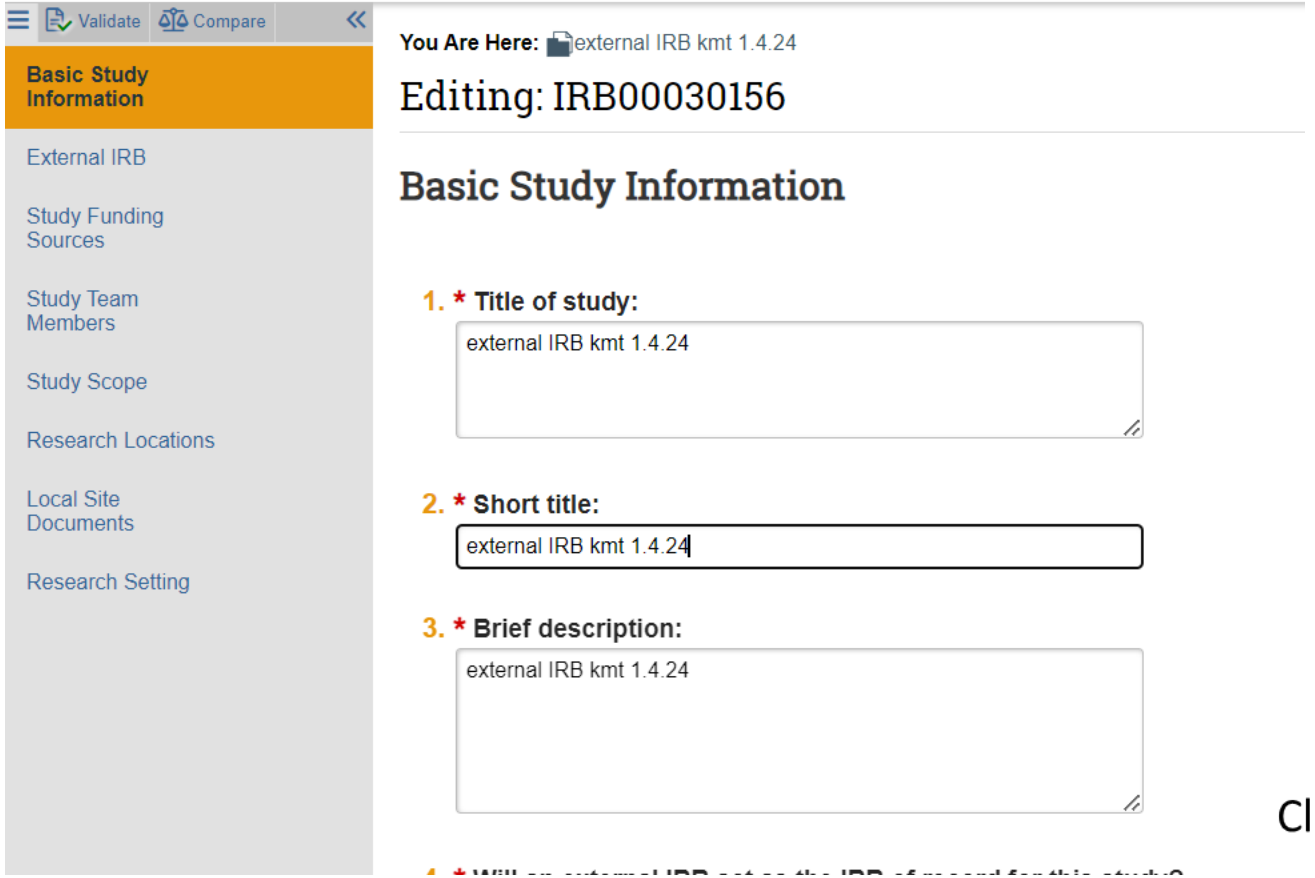
# New-Study Update to External IRB study




Use the text box to summarize the updates:

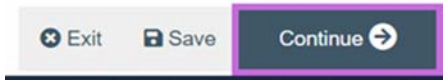
Click **Save**. Click **Continue** to move to the next page.

# New-Study Update to External IRB study



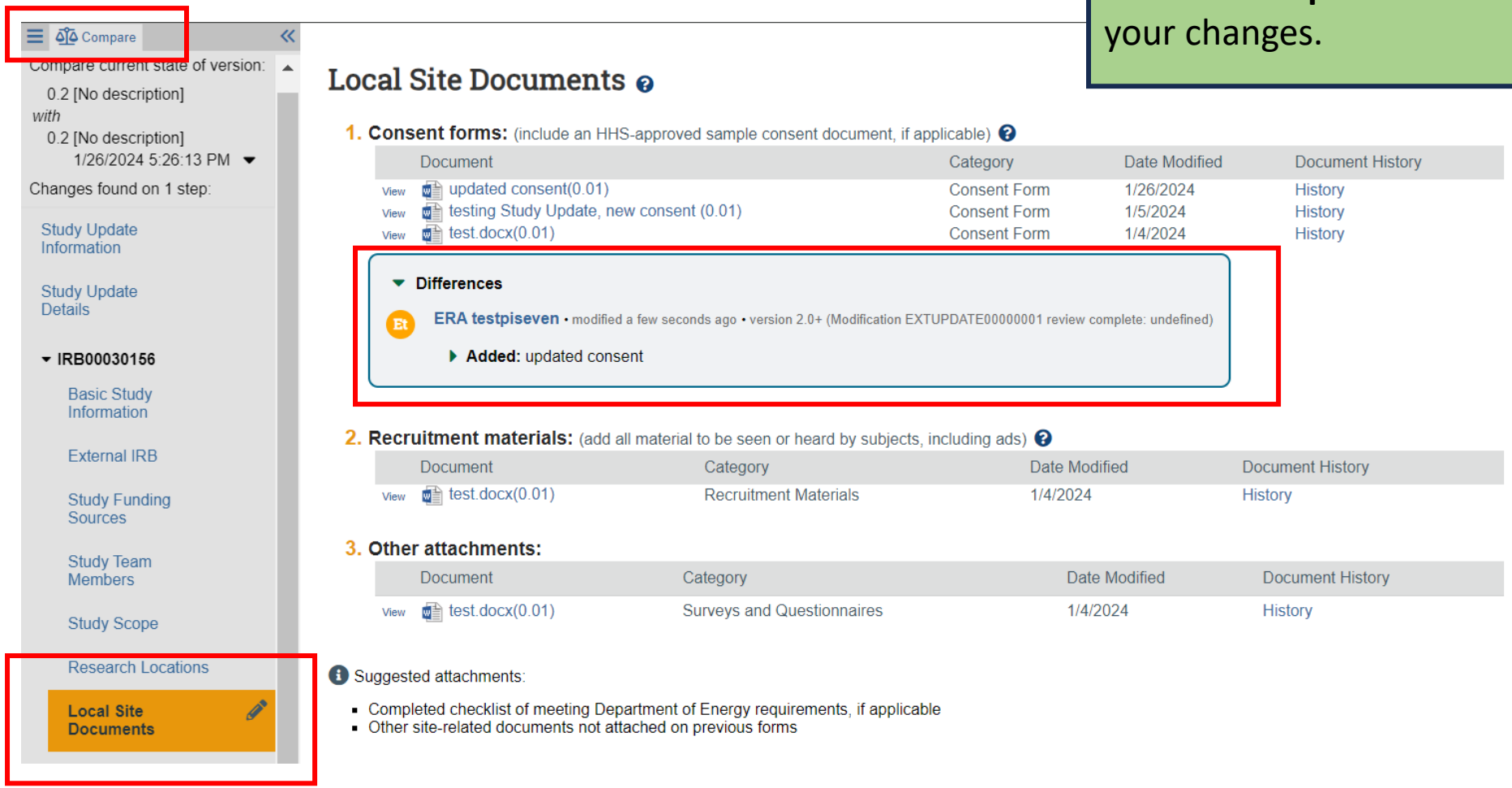

Make your changes to update the study.

Click **Save**. Click **Continue** to move to the next page.

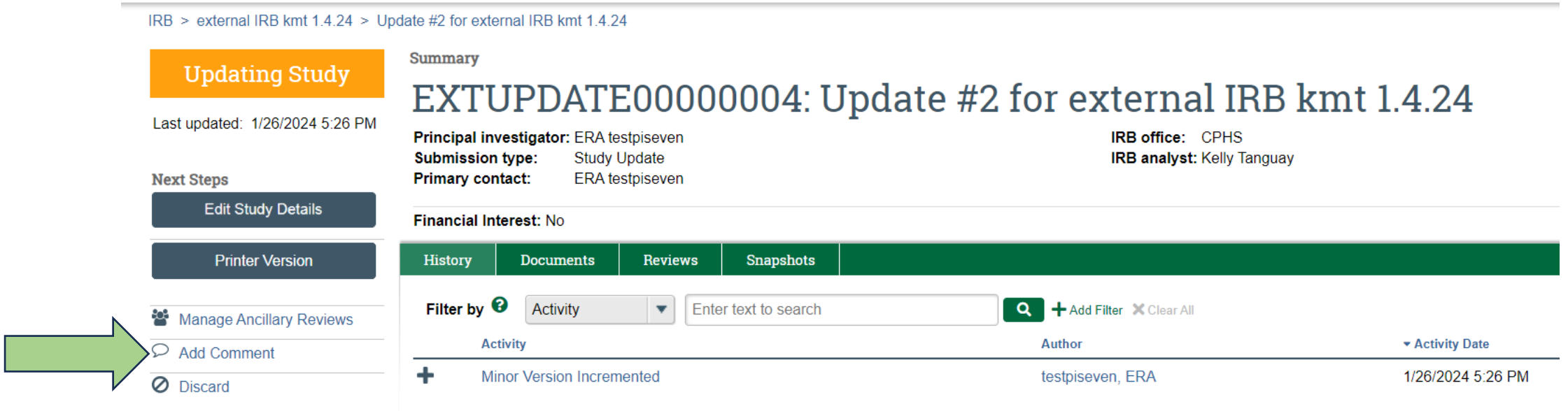


# New-Study Update to External IRB study

Use the **Compare** button to view your changes.

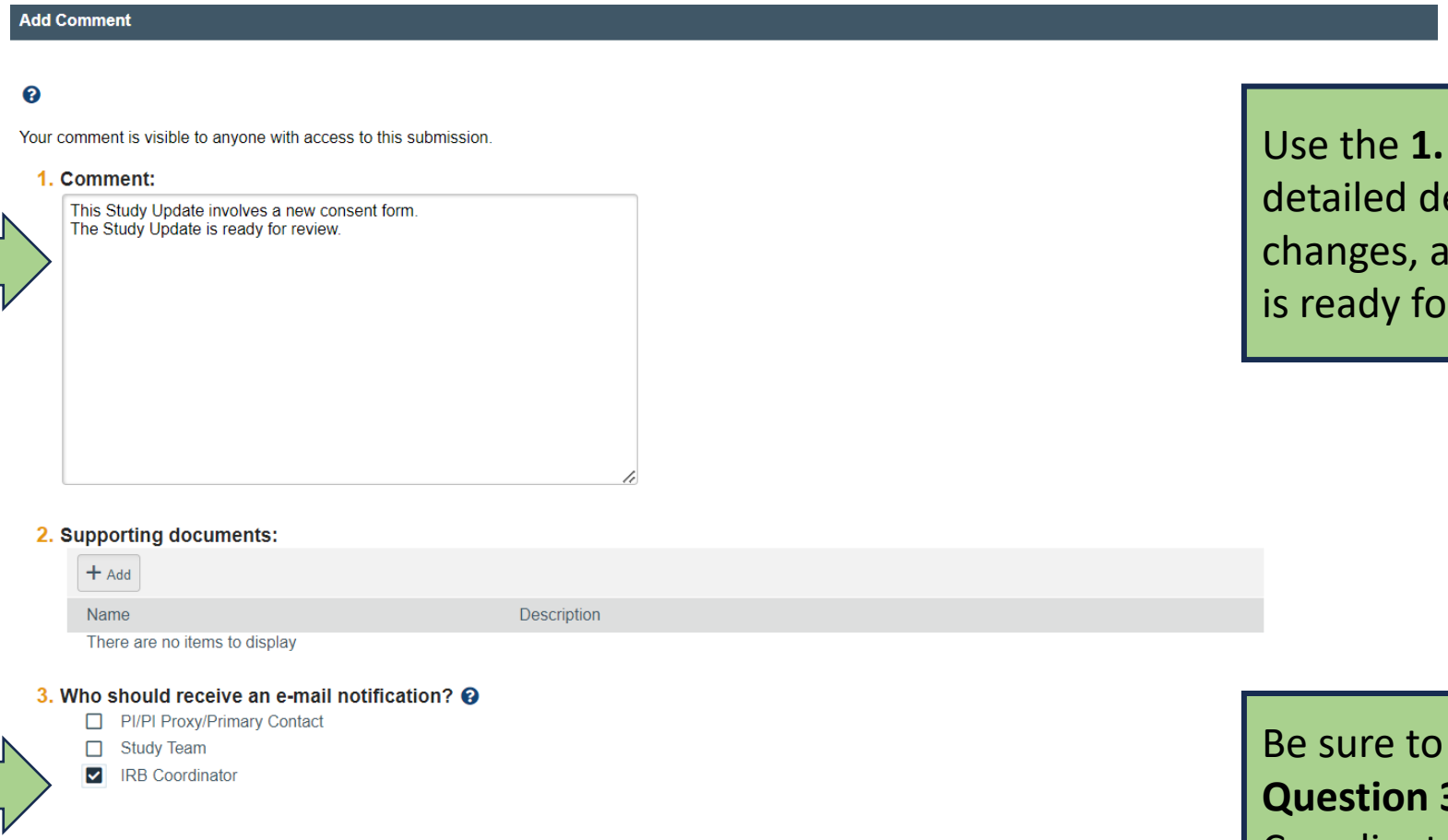


# New-Study Update to External IRB study




When study updates are complete, click **Add Comment** from the Study Update workspace.

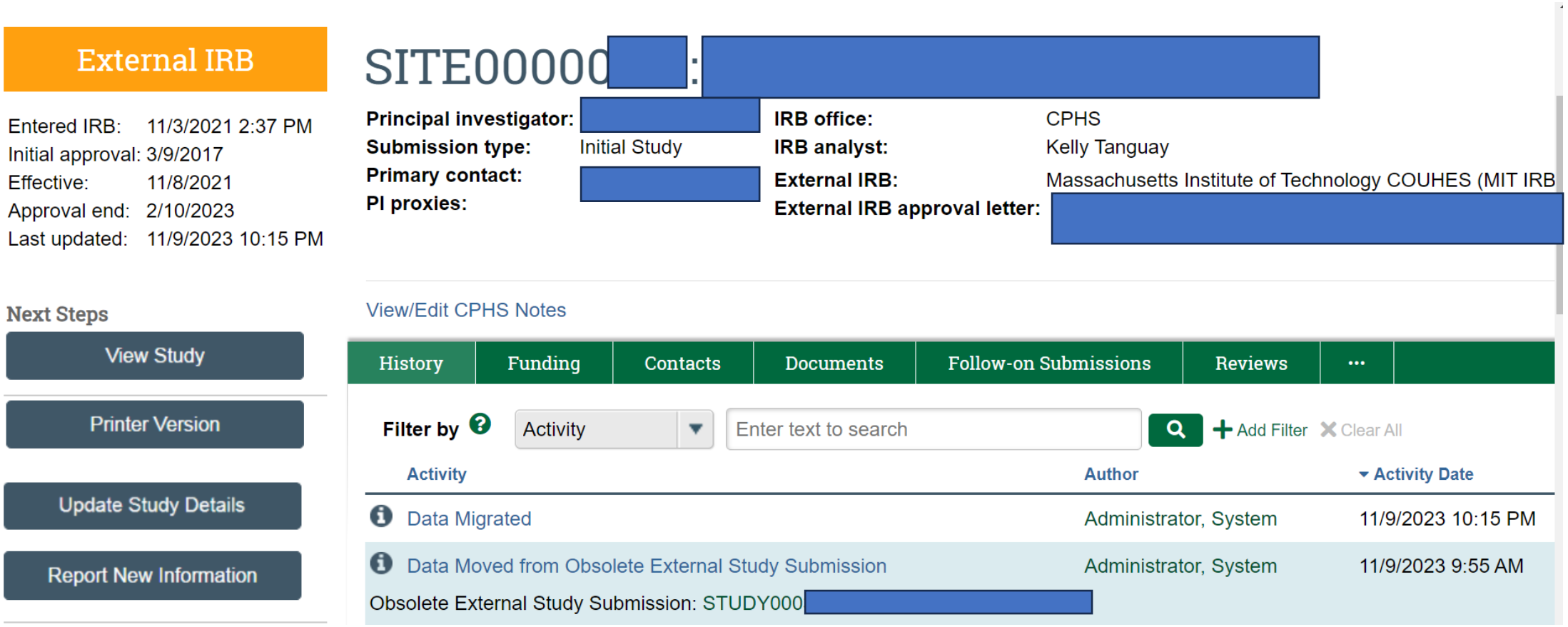
# New-Study Update to External IRB study




Use the **1. Comment** box to include a detailed description of the study update changes, and a note that the Study Update is ready for CPHS review.

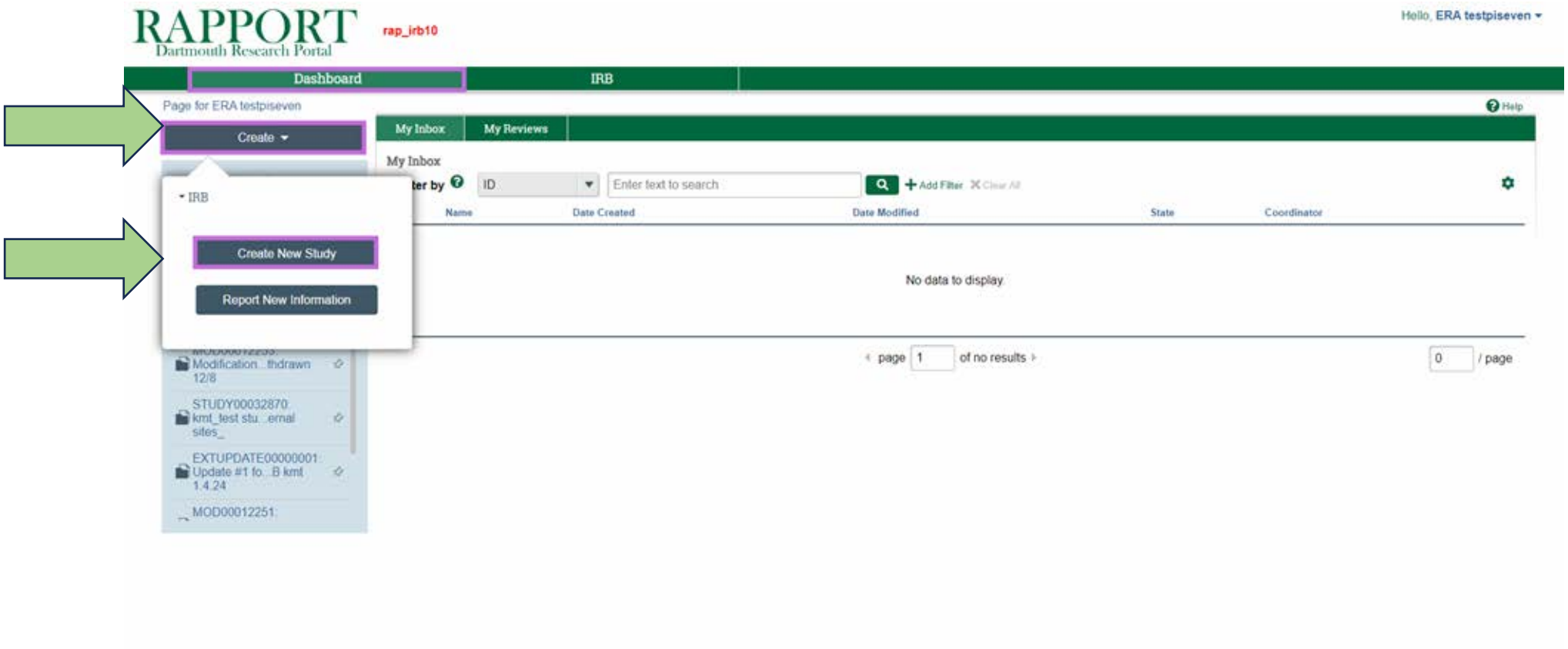
Be sure to select **IRB Coordinator** for **Question 3**. This will notify the IRB Coordinator that the Study Update is complete and ready for review.

# New-migrated External IRB studies have new Study ID (SITE000XXXX)



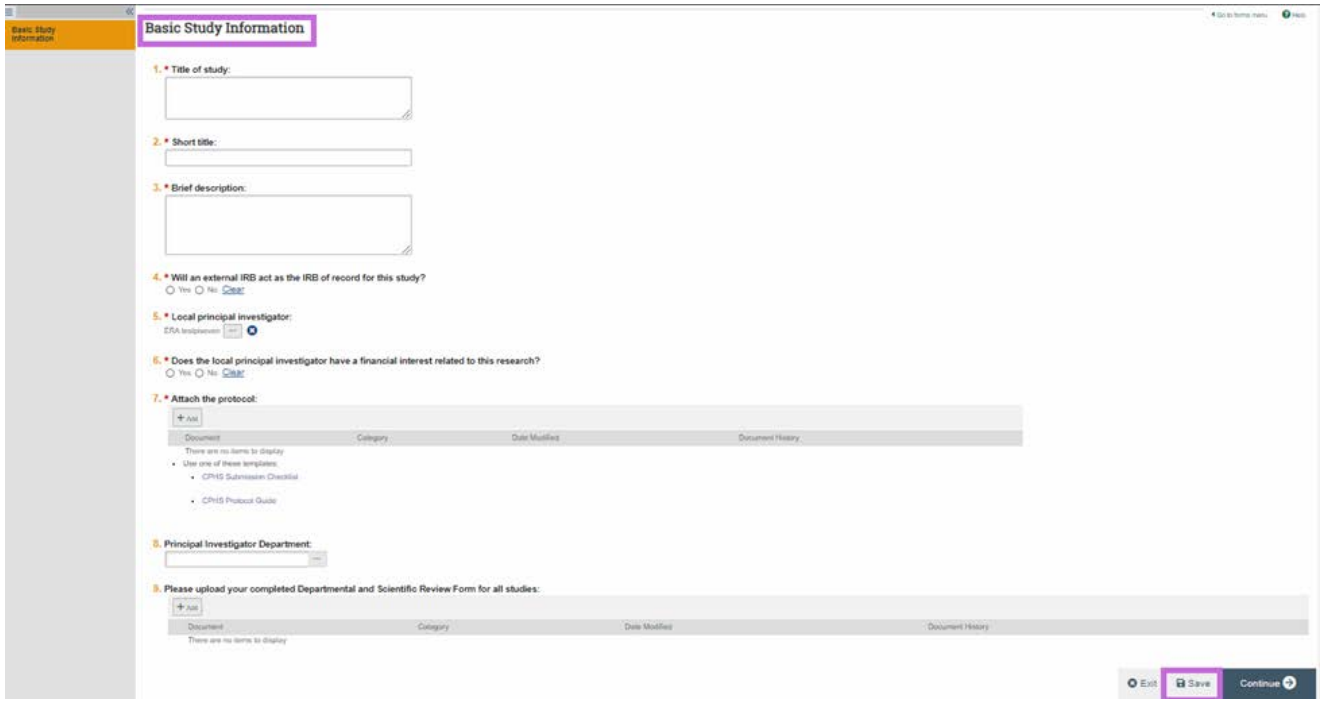
# IRB RAPPORT Create and Submit a Study

1. From the **Dashboard**,
2. Click **Create**,
3. Select **Create New Study**,



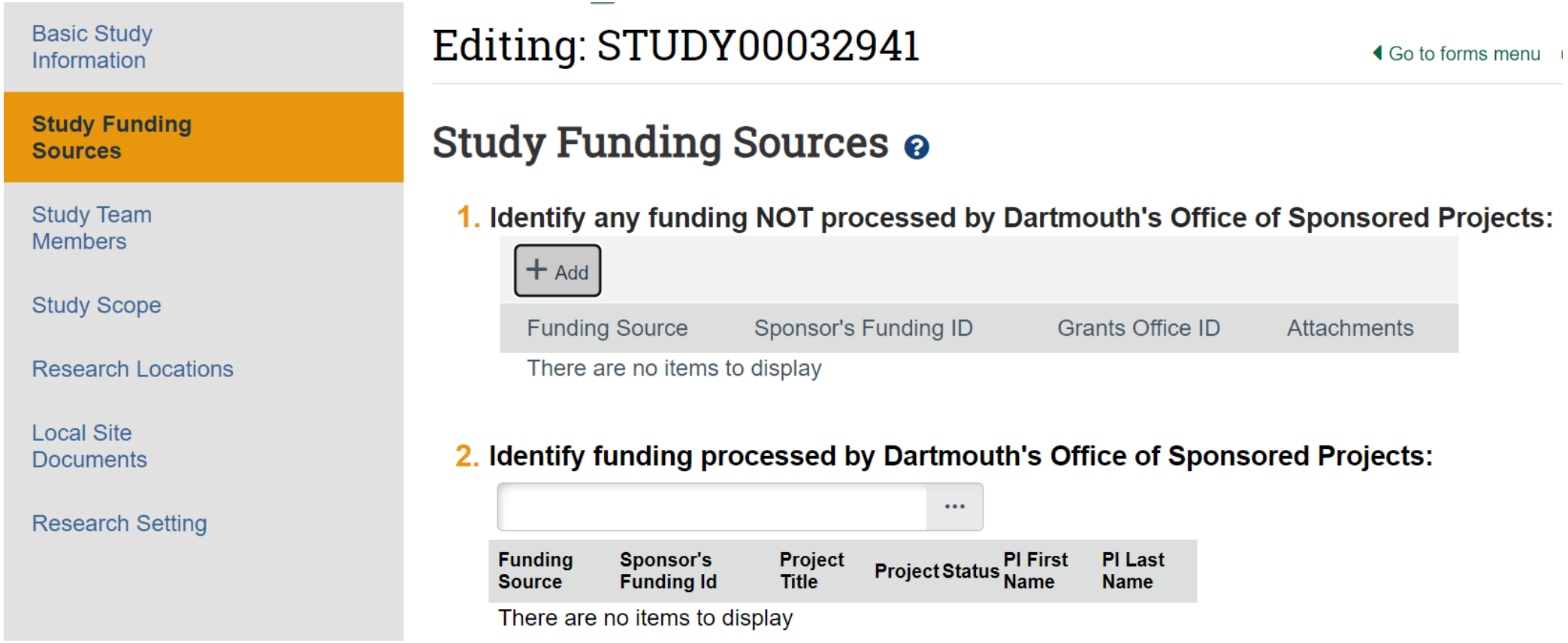
# Basic Information page

4. Complete the **Basic Information** page and click **save** to create a study record.

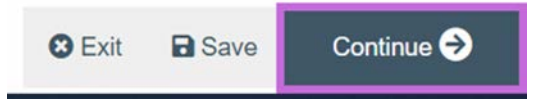



Click Save. Click Continue to move to the next page.

# Study Funding Sources page

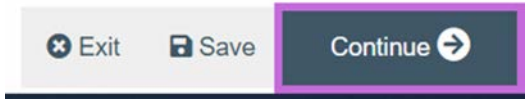



Click Save. Click Continue to move to the next page



# Study Team Members


Click Save. Click Continue to move to the next page.



# Local Study Team Members

**1. Identify each additional person involved in the design, conduct, or reporting of the research:**

+ Add

| Name | Roles | Financial Interest | Involved in Consent | E-mail | Phone |
|---|---|---|---|---|---|
| There are no items to display | | | | | |

**Add Study Team Member**

1. * **Study team member:**

2. **Role in research:** (check all that apply)
   - ☐ Study Coordinator
   - ☐ Project Manager
   - ☐ Co-Investigator
   - ☐ Co-Principal Investigator
   - ☐ Sub-Investigator
   - ☐ Institutional Principal Investigator
   - ☐ Regulatory Specialist
   - ☐ Research Assistant
   - ☐ Graduate/Student Research Assistant
   - ☐ CRU Nurse
   - ☐ Research Nurse
   - ☐ Compliance Officer
   - ☐ Student Investigator
   - ☐ Other Research Team Member
   - ☐ Faculty Advisor

3. * **Is the team member involved in the consent process?**
   ○ Yes ○ No Clear

4. * **Does the team member have a financial interest related to this research?**
   ○ Yes ○ No Clear

* Required

OK | OK and Add Another | Cancel

# External Study Team Members

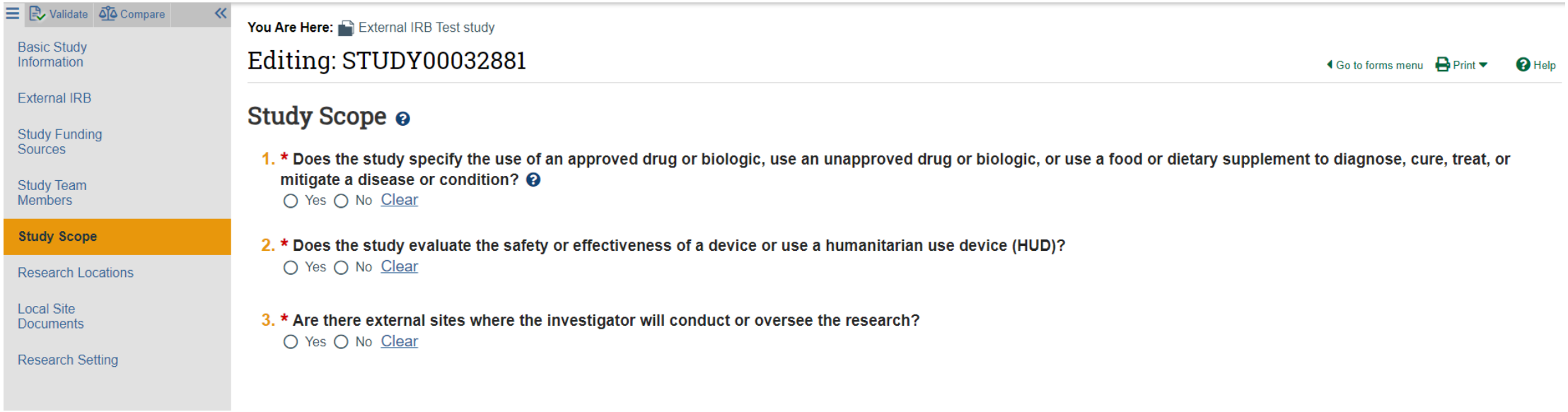
**2. External team member information:**

+ Add

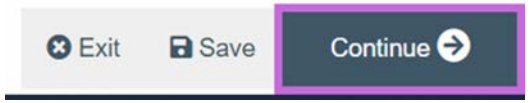
| Name | Description |
| --- | --- |
| There are no items to display | |

• Please use this form for External Study Team members: External Study Team Members Form

# Study Scope

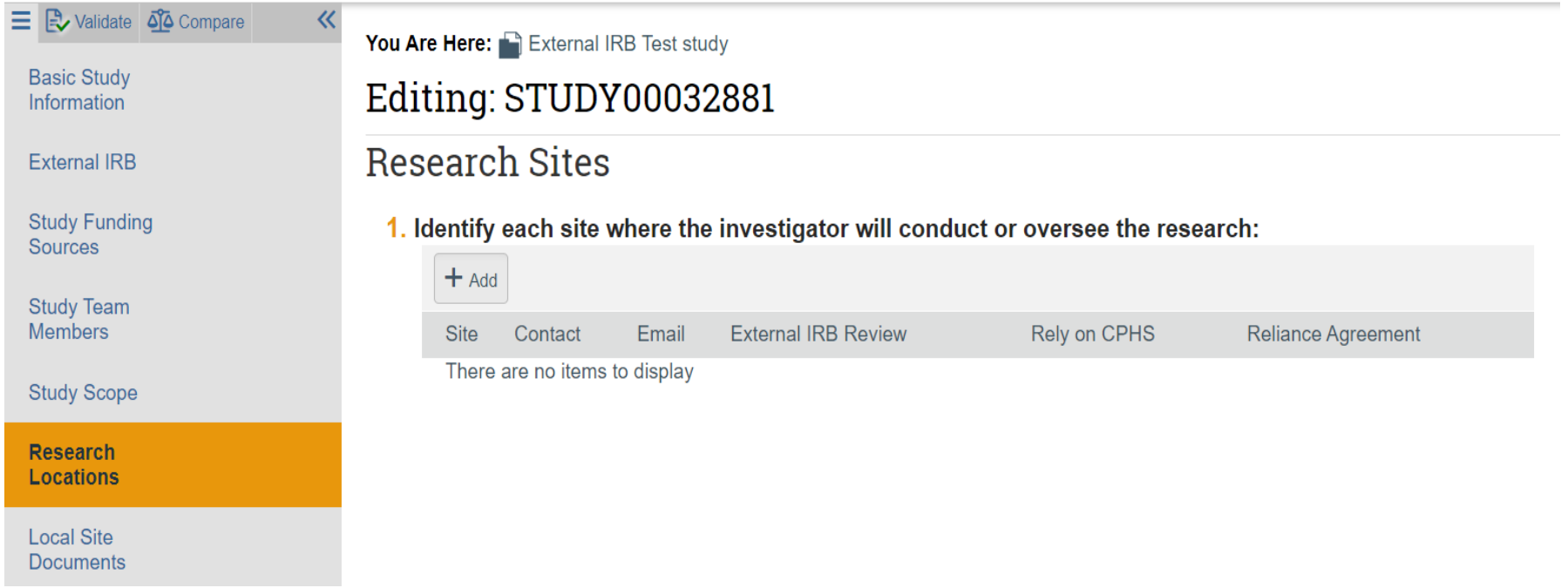



Click Save. Click Continue to move to the next page.



# Research Locations –Research Sites

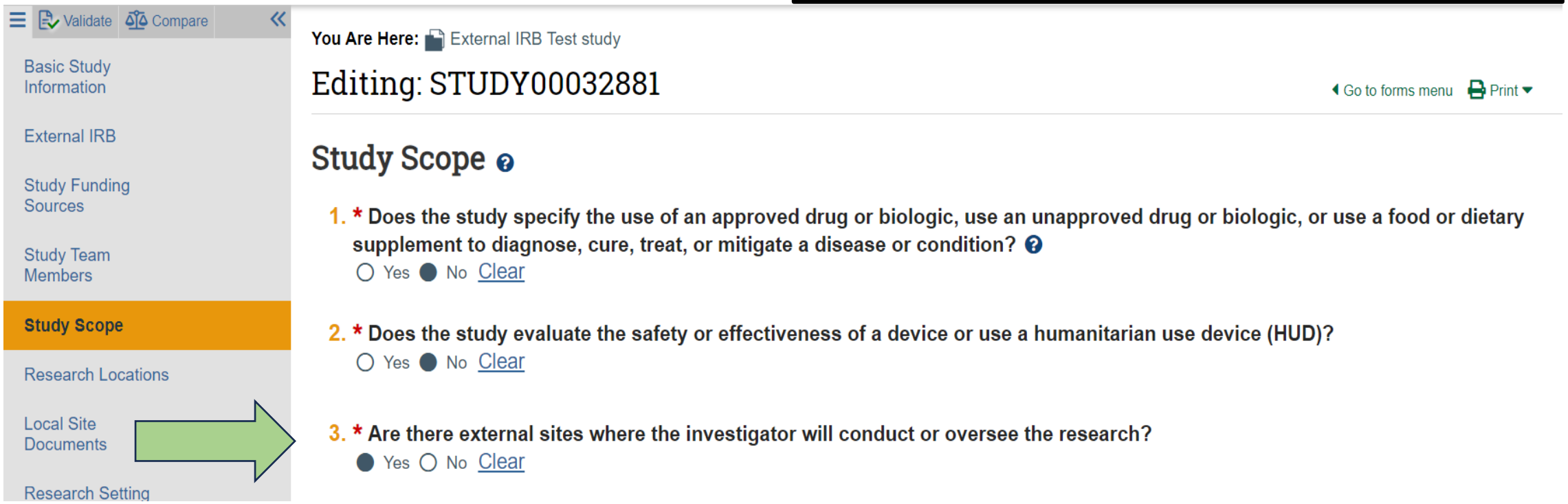
RAPPORT
Dartmouth Research Portal



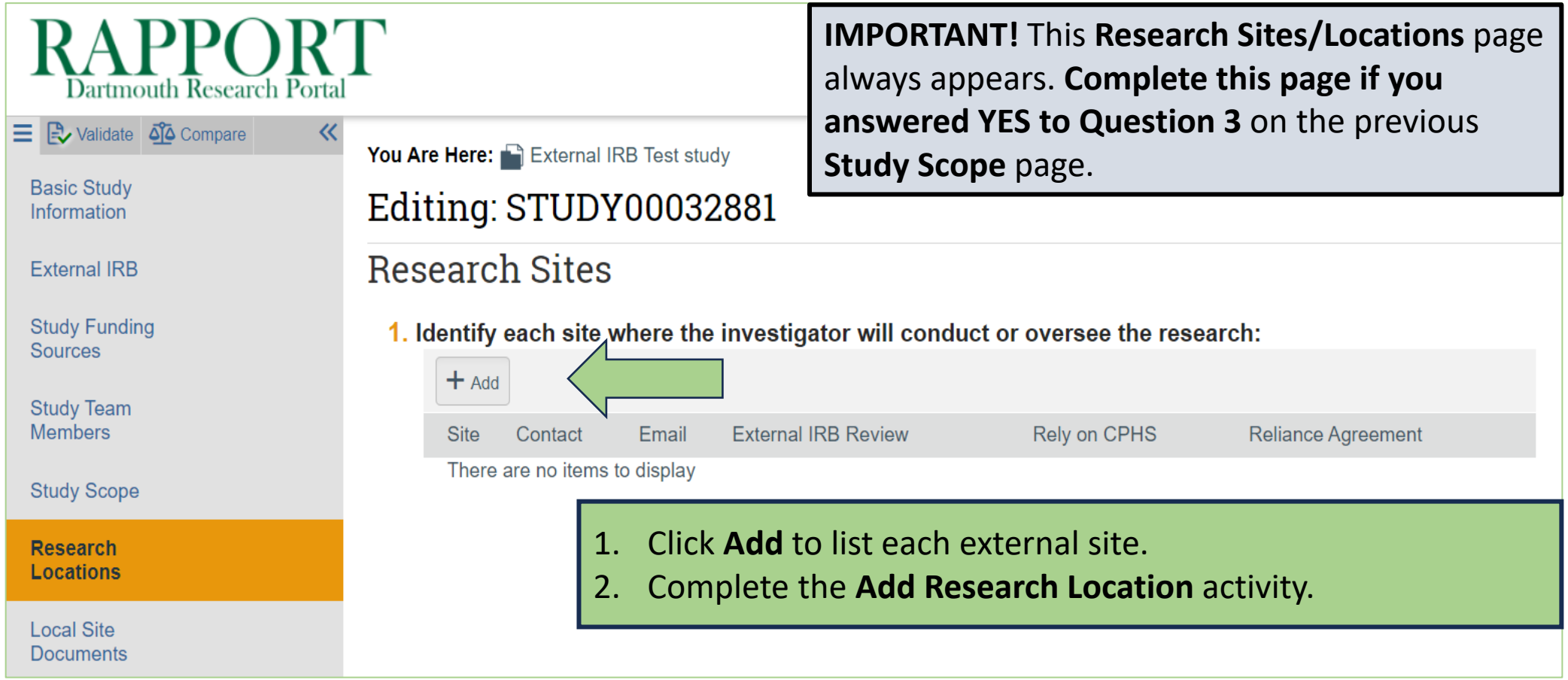

**IMPORTANT!** This **Research Sites/Locations** page always appears. **Complete this page if you answered YES to Question 3** on the previous **Study Scope** page.

# Study with external sites-study scope

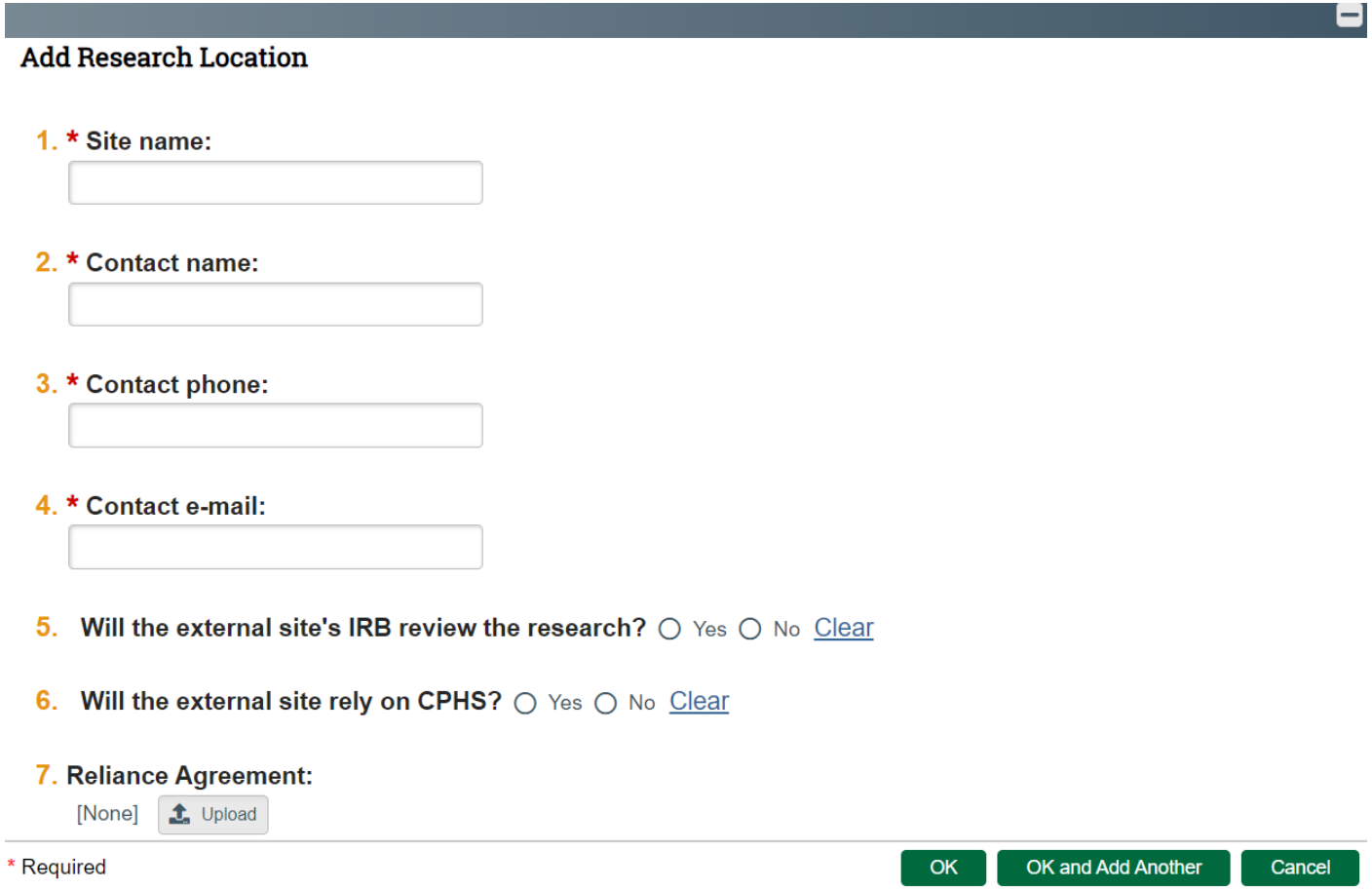
Answer **YES** to **Question 3** on the **Study Scope** page if there are external sites where the investigator will conduct or oversee the research.



# Study with external sites- Research Sites/Locations page

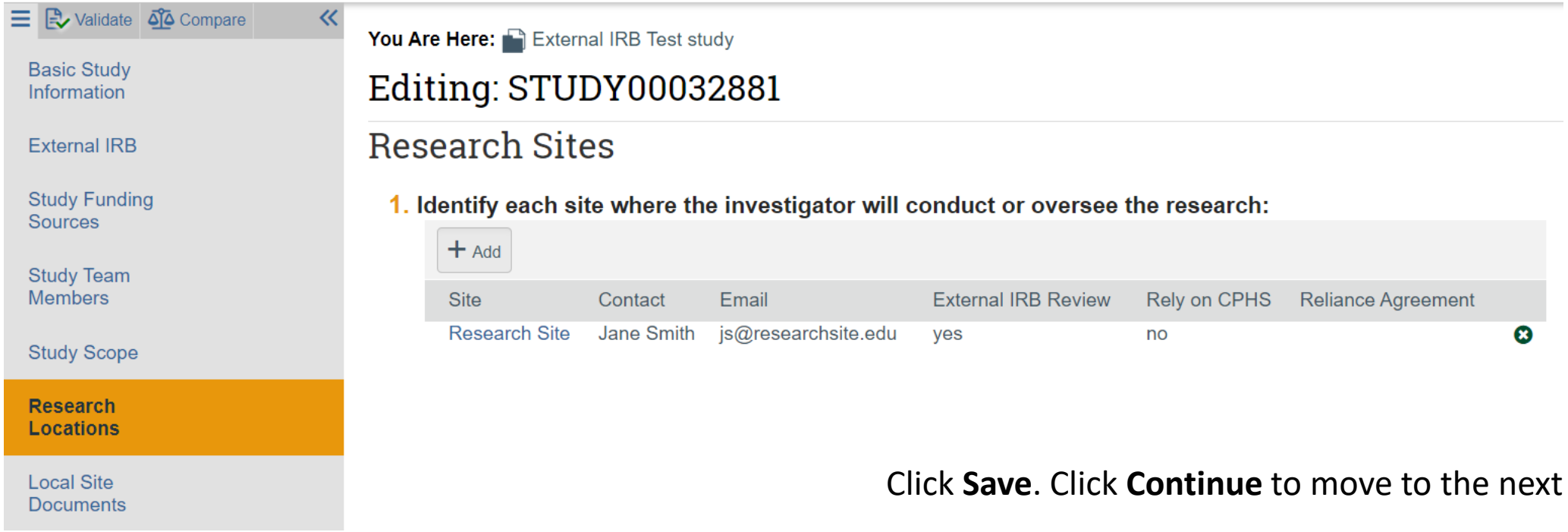


# Study with external sites- Add Research Location activity



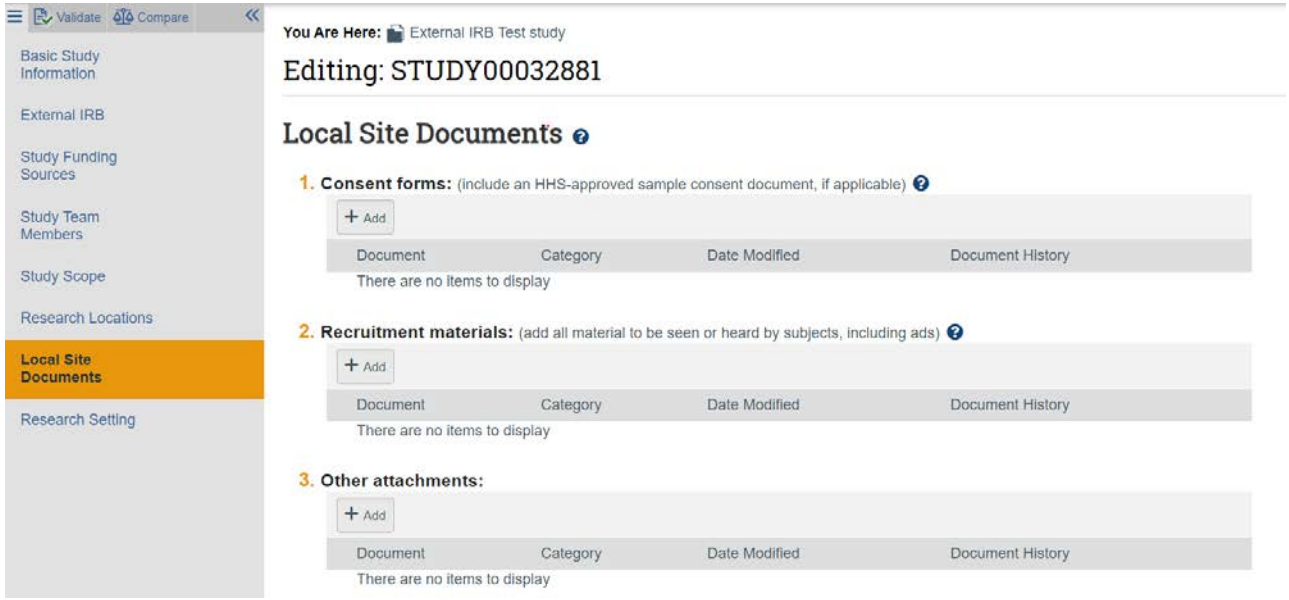

Use **Questions 5 & 6** to indicate whether the external site's IRB will review or request to rely on CPHS.

# Study with external sites- complete page



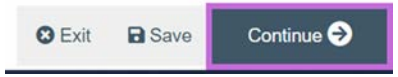

Click **Save**. Click **Continue** to move to the next page.

# Local Site Documents page

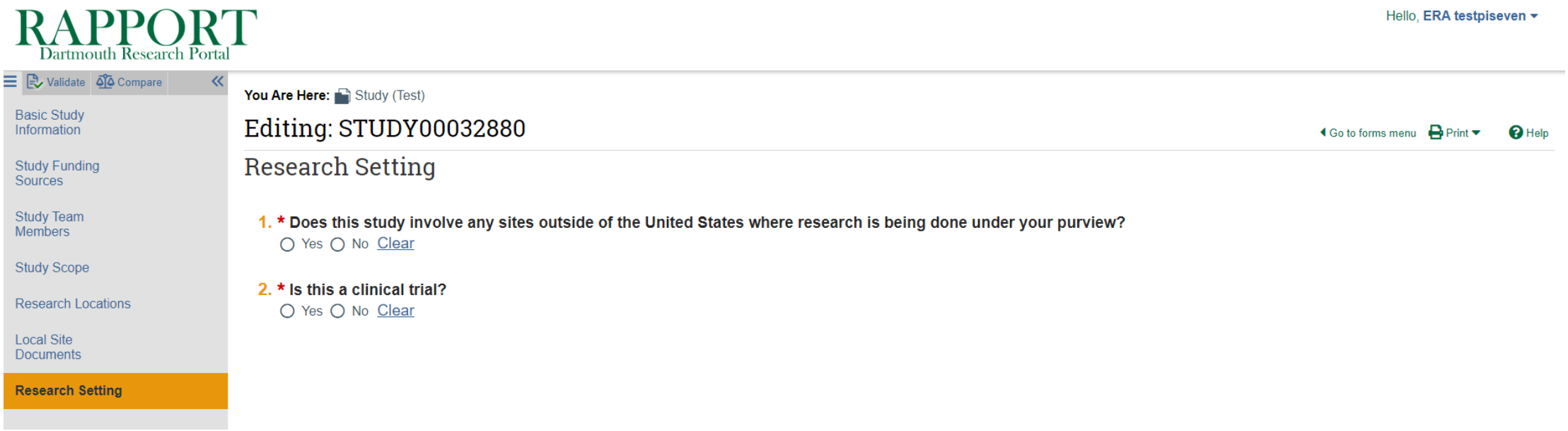



**1. Consent form(s):** Attach individual Word copies of each consent, assent, parental permission forms, information sheet. See the CPHS website: FORMS for templates.
**2.Recruitment materials:** Attach Word copies of the recruitment materials. Recruitment materials include Flyers, Social Media Posts, Recruitment Emails, Phone Scripts.
**3. Other attachments:** Attach individual Word documents of all other study materials. This includes study measures such as surveys and interview guides, Waiver and Authorization Request Forms, letters of support, International Research Form, Reaching involving Children Form

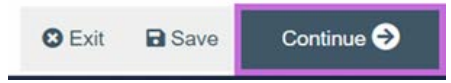
Click **Save**. Click **Continue** to move to the next page.



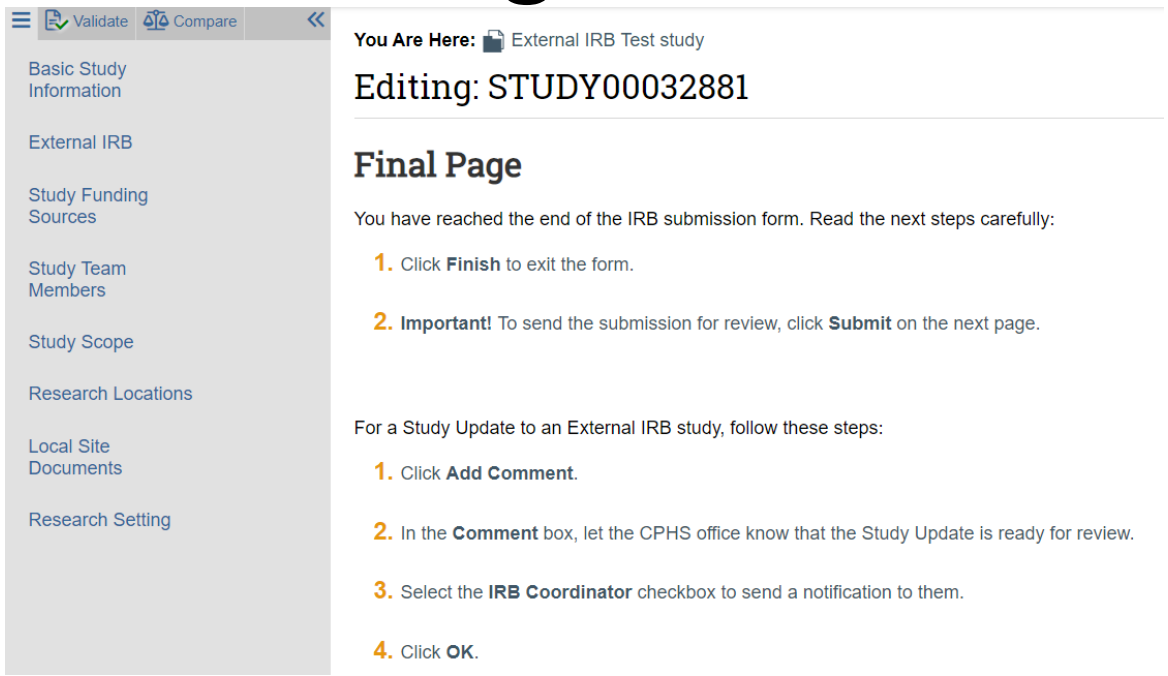
# Research Setting page



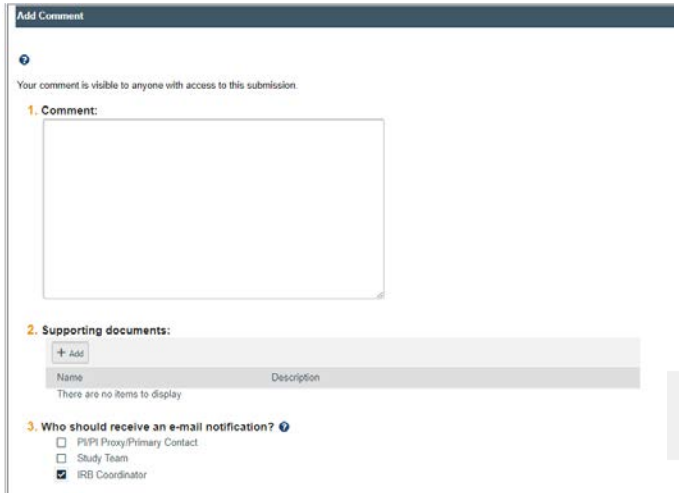

Click **Save**. Click **Continue** to move to the next page.

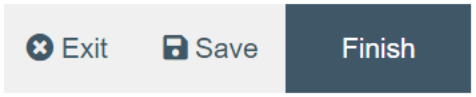


# Final Page




IMPORTANT: Click **Finish** DOES NOT send the submission to CPHS. When the study is ready for CPHS review, the PI or PI Proxy must submit from the study record workspace.

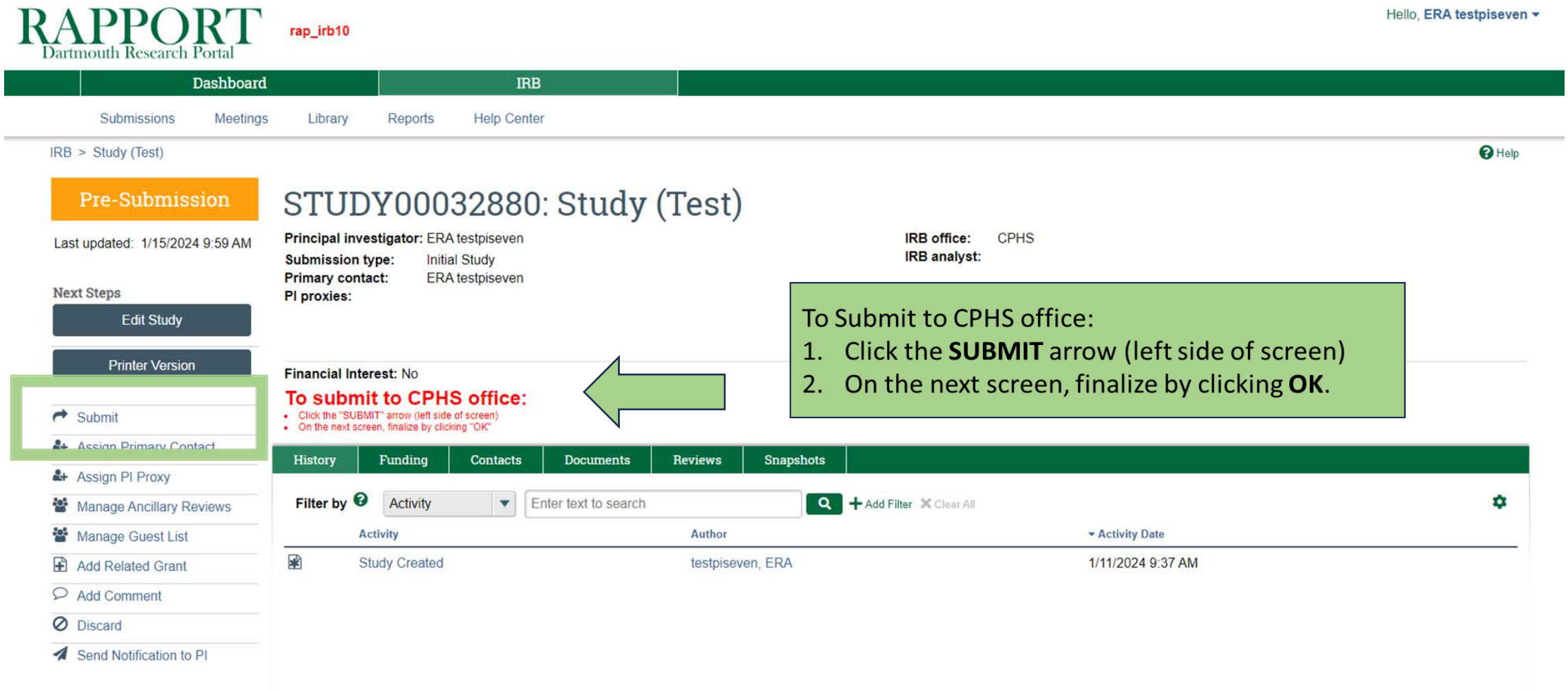



*NEW*

For a Study Update to an External IRB study, follow these steps:
1. Click **Add Comment.**
2. In the **Comment** box, let the CPHS office know that the Study Update is ready for review.
3. Select **IRB Coordinator** checkbox to send a notification to them.
4. Click **OK.**

# Submit –Study Workspace




To Submit to CPHS office:

1. Click the **SUBMIT** arrow (left side of screen)
2. On the next screen, finalize by clicking **OK**.

# Submit activity