Preparing and Training Your Workforce to Be Ready for E-Submission Systems
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Problem Statement: Implementing an e-submission system for IRB submissions is an exciting challenge. It seems that while saving on all the paper, data (re)entry, filing, and other resources, the IRB should, with an electronic submission and management system, naturally run much more smoothly. Yet somehow it's never that easy to get there.

Additional Information: The presentation will share our lessons learned over the past year on the development of ongoing implementation and training for e-submission best practices. When transitioning from a paper-based system to an e-submission one, many non-obvious factors need to be considered to ensure a smooth transition. This presentation will outline steps that can be followed by small, medium, large, and extra-large IRB offices when moving to an e-submission world. Everything from existing records migration to staff training, re-training the research community and re-evaluating work flow processes along with active communication with the vendor or information technology and senior leadership must be considered, planned for, and managed for a successful implementation. The presentation will use the School of Medicine’s own IRB e-submission implementation for illustration. Metrics on the number of hours and resources impacted will be shared, as well as the impact on the before/after turnaround times for all submission types from time of submission through approval. The presentation will share our lessons learned on the development and ongoing work flow processes for e-submission implementation. Preparing for e-submission transition is important, and the steps covered in this presentation can be used by any IRB to help develop their own transition plan.