## ERMS – IRB Module: Your New IRB Submission Platform

Starting in December 2023, ERMS–IRB will be the point of entry for all clinical research conducted at the institution. ERMS–IRB will eliminate the current email submission process and will streamline submission, review, approval, and management of research protocols.

Join us at our next VPR Town Hall - November 15, 2023 for an update on the status of the ERMS–IRB implementation and a preview of how you will submit new protocols, provide updates, and monitor the status of your submissions.

As we transition to ERMS-IRB module, please make note of the following:

| | |
|---|---|
| 11/22/23 | Deadline for submission of all **new studies via current email process** |
| 12/1/23 | Deadline for submission of **other business items via current email process** |
| 12/4/23 – 12/8/23 | We will process **emergency submissions only**. |
| 12/11/23 | **All submissions** will be processed through ERMS. |

We look forward to increasing transparency, improving turnaround times, and enhancing the interoperability of all offices involved in supporting research at UT Health San Antonio!

Questions about ERMS-IRB and the upcoming transition can be sent to IRB@uthscsa.edu.

## New ERMS–Conflict of Interest module is LIVE!

The new ERMS–Conflict of Interest (COI) module is now live, replacing iDisclose 6.0. In the new ERMS–COI, users will be able to:

- Request permission to participate in outside activities.
- Disclose outside activities, business relationships and financial interests that have the potential to create a conflict of interest.
- Assign proxies to input disclosures on their behalf.
- Track the review status of disclosures.

Questions regarding the ERMS–COI module and the transition from iDisclose can be sent to COI@uthscsa.edu.

For more information about disclosure requirements, please see HOP 10.1.6. Conflicts of Interest in Research and Disclosure and HOP 10.1.8 Conflict of Commitment and Outside Activities.

## ERMS-Agreements Module FAQs
**Submitting a Request in ERMS-Agreements: "Finish" vs. "Submit"**

When submitting a request through the ERMS-Agreements module, there are two requirements that must be met to forward the request to the Office of Sponsored Programs Agreements team.

1. Upon completion of the SmartForms the "Finish" button is clicked. This button indicates that the SmartForms have been completed.



2. Once the SmartForms are complete, Proxies are assigned, and applicable Tags are applied, the request must be submitted. The submit button can be found in the menu as seen below. This step <u>must</u> be completed to move the request into the OSP Agreements team review queue.
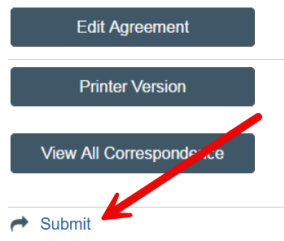


*Note: Items in the Pre-Submission state are not reviewed unless a specific request for assistance is made by the PI/Primary Contact to the OSP Agreements Team.*

Questions about ERMS-Agreements can be sent to contracts@uthscsa.edu.

## Where can you find the ERMS Login?

- ERMS Website - Login is located on the right side of the page.
- Research Resources - Login is located under section, Research Systems.

If you need additional assistance logging in or accessing ERMS, please contact VPR-IT at vpr-it@uthscsa.edu or 210-450-6666.

*\*Note: Suggested browsers are Chrome, Firefox, or Safari 15+ to access links. If still unable to access link, verify your browser is updated and/or clear the browser cache*