

The Center for IRB Intelligence (CIRBI™)

Frequently Asked Questions

What is Chesapeake IRB's web based system?

The Center for IRB Intelligence (CIRBI™) is a 100% Web based Web solution that allows full electronic submission of your study data. CIRBI simplifies the way Sponsors, CROs, and researchers submit and manage their studies.

What is SmartForm™ Technology?

When you are filling out the online application form, you will see only the questions necessary to complete for the review of your study or site. This is achieved through the use of the SmartForm technology.

What hours will CIRBI be operational?

The system is operational 24 hours a day, 7 days a week.

Will I receive my approval documents in paper form?

Once posted, all documentation within CIRBI is electronic and available at any time on the submission Workspace. If you require a paper copy, you can open the file and print the documents.

How do I print in CIRBI?

When printing from CIRBI, make sure your print settings are:

- Landscape
- Shrink to fit (not 100%)
- In the Options tab, print all linked documents is chosen (for printing the SmartForm or History Log)

How do I upload attachments?

To upload an attachment you will click 'Add' in the specified area and a new window will appear.

In the new window, you will click 'Browse' to find the document, and click 'Ok' to select the document. Once selected, you will click 'OK' to add the attachment.

How do I reach the CIRBI Help Desk?

The Help Desk phone number is 1-866-99-CIRBI (1-866-992-4724).

The e-mail address for the help desk is cirbi@irbinfo.com.

The hours of operation are 9 am to 6 pm EDT/EST, 5 days per week, Monday through Friday.

Who will use CIRBI?

All Sponsors/CRO, Investigators, Research Staff, and Institutions utilizing Chesapeake IRB's review services.

As a sponsor of a multi-site study, how do I instruct my selected PIs to sign-up for CIRBI?

Sponsors and CROs are able to invite PIs to participate in a study through CIRBI.

Inviting the investigators can be done as you are filling out the application or done once the study is submitted. The invitation is sent through CIRBI after you identify the investigators.

When can I start using CIRBI? CIRBI is available for the submission of new studies. Studies submitted via paper will continue in our legacy system. A final decision regarding transfer of paper submissions to CIRBI has not been made at this time.

How do I find the CIRBI website? You will be able to access the CIRBI website at www.cirbi.net.

How do I obtain a temporary password?

When you have reached the CIRBI website there is a link on the left hand side of the page that says Sign Up.

When you click the link, you will be taken to a registration page. Once you have registered, Chesapeake IRB staff will review your registration.

Please note: Each person who registers must have a separate unique e-mail address. In addition, anyone who will be working with you on the study or who needs to be able to view the study must be a registered user in CIRBI.

How long will it take Chesapeake IRB to review my registration and send my temporary password?

Sponsors and CROs will receive an e-mail with their temporary password within 24 hours. Site personnel will receive an e-mail with their temporary password immediately.

The e-mail will come to you from cirbi@irbinfo.com, so be sure to add the e-mail address to your 'Allowed E-mail Address' list if you have a junk mail filter.

You will be asked to create a unique password, after inputting your username (e-mail address) and temporary password, which needs to be 8 characters (letters and numbers).

Do I need a special internet connection?

No, any PC that has a current Windows 2000, XP, 2003, or Mac Os is able to access CIRBI. Additionally, your Web Browser should be Microsoft Internet Explorer v6, v7 or Mozilla Firefox. A connection over a 56Kps modem is not optimal for this system.

Is CIRBI secure?

CIRBI is secure and allows you to keep all study information confidential. CIRBI is FDA 21 CFR Part 11 compliant.

Will I need to download any programs to support CIRBI?

No, you will not need to download any programs to support the CIRBI platform.

Can anyone else see my submissions?

CIRBI has been designed to restrict access only to authorized users. The person completing the application defines the access of others to view or edit a study or site.

Will there be training provided for using CIRBI?

Yes, we are providing training on CIRBI via Webinars and sharing a short demonstration of CIRBI's capabilities. The Webinars will be offered throughout 2008. Additionally, when you are ready to begin the application, you may contact us to work directly with you to ensure the submission goes smoothly.

Whom do I call if I have a question?

Call the CIRBI Help desk at 1-866-99-CIRBI and our representatives will be happy to assist you.

Will I be losing my main point of contact?

No, your main contact will still be the same project team, which will continue to assist with your study submission and thereafter. CIRBI is a valuable communication tool to be used throughout the life of the study. You will be able to view the study at any time from its submission through termination.

Does CIRBI store site information?

Yes, CIRBI stores CVs, Audit reports, and contacts for future use once they have initially been entered. This is a great advantage of using CIRBI.

How are review timelines affected by CIRBI?

The review timelines have been decreased significantly by elimination of the time it takes to mail documents both to and from the IRB. Additionally, once the review is complete it is posted on CIRBI for you to view immediately.

Can Chesapeake view an application as soon as it is submitted to CIRBI?

Yes, as soon as a study is submitted to CIRBI, the Project Coordinator at Chesapeake can view the study application and documents. .

Who is able to edit a submission in CIRBI?

Only registered users you have identified on your initial application will have edit rights for the life of your specific study or site.

How can I provide feedback regarding the system?

To share your comments and feedback regarding CIRBI please e-mail cirbi@irbinfo.com.

We appreciate your business and hope that you will share your positive experience with colleagues who conduct studies.