

ERMS-IRB Helpful Hints

Why doesn't the IRB office make the study updates? IRB analysts cannot make changes to your study without returning the study for clarifications. Once the study is returned to you, analysts can help upload documents and edit study info, but you must submit a response to the clarification request for the study reviews to continue.

Where is my Exempt study? Exempt studies were not transferred to ERMS. To make changes, simply upload your approved study documents to a new study in ERMS and include the new study documents with tracked changes. You may want to include the old study number in the title for cross-reference.

How do I indicate the location(s) for each team member? Follow this [Quick Guide](#) to ensure each team member has a role *and* a location. Select UH or UT from the “B” items in the “Role in research” picklist.

How can I be sure the IRB office received my request? Be sure to click “Submit” on the main study screen. You can check the status in the diagram on the study page. If it says “Pre-Submission,” then the IRB office has not yet received it.

Why doesn't my email approval have the study details? Email notifications from ERMS have a link directly to the site, where you can find the official approval letter in PDF form.

Can I update my study title and purpose? ERMS-IRB allows PIs to have both a long and a short study title. The short study title appears in the ERMS dashboard. You can update it, along with the study purpose, during your next study Modification.

Need help?

Check out the [Help Center](#) within ERMS-IRB for quick guides and FAQs.

Schedule an appointment at [Concierge](#) and an IRB analyst will walk you through the process.

**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.*