

ERMS-IRB

ERMS-IRB Modifications

- **NEW! [FAQ - External IRB Follow-on Submissions](#)** has guidance on External IRB study MODs.
- **Recommendations:**
 - Remove all tracked changes and document footers before submitting forms in ERMS-IRB. This way, you will have a clean document with each update. The “Compare” function highlights changes between old and new Word documents and is our new way to track changes.
 - Use the password *OIACP* to unlock documents.
 - Be sure to *Replace* (and *not Delete*) old versions when uploading new versions. This maintains a history of previous versions in case they are needed to refer back to.
 - See [Quick Guide - Updating Existing Documents](#) for further guidance.

ERMS-IRB Help

- **Check the [Help Center](#) tab** for other guidance in our IRB “Quick Guides.”
- **Request a one-on-one [Concierge](#) meeting** for your study-specific or ERMS-IRB questions.

DON'T FORGET  **HIT SUBMIT!**



Scan QR code for more ERMS information or go to erms1.uthscsa.edu



Enterprise Research Management System (ERMS)

Giving time back to mission focused research activities.