Instructions for using this table:

1. Use this table to complete a New Study Application in the UIUC IRBOnline system to transition an existing project that was submitted via a Protocol Form version 03/02/2022.

2. Some of the items below may not be active on your application as they are dependent on prior responses throughout the application. Additionally, some sections/questions may become active based on your responses. When answering questions in the IRBOnline application, ensure all questions have a response and if unclear, answer as it relates to UIUC researchers or locations.

3. Some additional sections that may become active are directly related to other areas of the Protocol Form or the additional forms that were attached to the Protocol Form.

4. Some **IRB**Online questions do not have a corresponding question on older forms. Answer the question based on what is actually happening or did actually happen with the research project. Do not answer "N/A" unless the question specifically states that is an acceptable response.

	IRBOnline Question	**Protocol Form Question** or Action Needed	Details
1.1	Title of Study	**Section 3**	Copy and paste full response
1.2	Study Purposes and Objectives	**6A**	Copy and paste full response
1.3	Background and Introduction	Input this response	"See 1.2 - from Protocol Form"
2.1	Research Team Members	**Research Team Form**	Complete for UIUC Research Team Members ONLY
2.2	Is this a student-led research project?	Answer Yes/No	Is this a student project?
2.3	Does any investigator (any immediate family) have a financial interest or fiduciary relationship with the research sponsor?	**5A**	Only applies to UIUC research team members
2.4	Does any investigator (any immediate family) have a financial interest or fiduciary relationship that is related to the research?	**5B**	Only applies to UIUC research team members
2.5	Are two or more members of the same family acting as research team members on this protocol?	**5C**	Only applies to UIUC research team members

IRBOnline Question		**Protocol Form Question** or Action Needed	Details
3.1	Is the research funded?	**Section 4**	Complete any additional required questions. Note: Funding Agency Contact is required per regulations in case of reportable events. OPRS/IRB do ***not*** send approval letters to funding agency contacts. See tips sheet if your project originally had funding, but is no longer funded.
4.1	Ages of Subjects	**9B**	
4.2	Specific Age range of subjects	**9B**	
4.3	Indicate any vulnerable population groups that will be included	**9B**	Use 9B to select the appropriate group based upon the new options. There may be differences since fewer groups are included in the new form.
4.5.1	Total Subjects enrolled by UIUC researchers	**9A**	Expected enrollment by UIUC researchers (number consented, number of participant records, etc).
4.5.2	Total Subjects enrolled by all sites	**9A**	All sites enrollment numbers. If UIUC is only site, use same numbers as 4.5.1.
4.6	Participant Inclusion Criteria	**10A/10B**	Use the responses from 10A and 10B to specifically describe the inclusion criteria.
4.7	Participant Exclusion Criteria	**10A/10B**	Use the responses from 10A and 10B to specifically describe the exclusion criteria.
6.1	Non-Experimental and/or Descriptive Research Design	**7A**	Choose the appropriate types of research involved in this project. Focus on selecting the appropriate check boxes rather than just trying to match the old form.
6.2	Experimental and/or Interventional Research Design	**7A**	Choose the appropriate types of research involved in this project. Focus on selecting the appropriate check boxes rather than just trying to match the old form.
6.3	This project is Community Based Participatory Research	Answer Yes/No	
6.4	Study includes creating research resources such as repositories, databases, etc.	Answer Yes/No	
6.5	Study will include a research design that is not listed in the previous questions	Answer Yes/No	

IRBOnline Question		**Protocol Form Question** or Action Needed	Details
6.6	Length of entire study from initiation to closeout	**7C**	Use the response in 7C to provide the length of time rather than specific dates.
6.7	Length of individual subject's participation	**7D**	Copy and paste full response
6.8	How will subjects be recruited or identified for inclusion in this study	**11A**	Complete as appropriate
6.9	Describe the recruitment/participant identification process in detail	**11C**	Copy and paste full response
6.10	How will consent be obtained?	**14A**	Select appropriate responses - Informed Consent Process (includes Waiver of Documentation) and/or Waiver of Informed Consent (includes Alteration of Informed of Consent)
6.11	Describe all procedures….	**7F**	Copy and paste full response
6.12	Are all procedures for research puproses only?	Choose One	
6.13	Provide a summary of the statistical methods…	Complete	Complete as appropriate. The IRB is required to ensure that there is an analysis plan that will provide scientific results. The more risk that is involved in the project, the more detailed a response is required.
9.1	Privacy Protections	Complete	Complete as appropriate
9.2	Confidentiality Protections	Complete	Complete as appropriate
9.3	Will photos, audio recording, video records, or medical images of subjects be made during the study?	Complete	Complete as appropriate
9.4	How will study data and documentation be monitored throughout the study	Select appropriate check boxes	All UIUC research requires a data monitoring plan.
9.5	Who will be the primary monitor of the study data and documentation?	Select appropriate check boxes	Complete as appropriate
9.6	How often is study data and documentation monitoring planned?	Complete	Complete as appropriate. Guidance document available on OPRS website.

IRBOnline Question		**Protocol Form Question** or Action Needed	Details
9.7	Is there a safety monitoring plan for this study?	Answer Yes/No	Safety Monitoring plan only applies for Greater than Minimal risk research
10.1	Describe the reasonable foreseeable risks or discomforts to the subjects	**13A**	Copy and paste full response
10.2	Describe the potential direct benefits to subjects.	**13E**	Copy and paste portion of response that refers to direct participant benefits, or say no potential direct benefits
10.3	Describe the potential benefits to society	**13E**	Copy and paste portion of response that refers to benefits to society
10.4	Using lay language, please describe the significance of the research and what you hope to show with the the results of the project.	Complete	Complete as appropriate
10.5	Are there any costs to the subjects from participating in the research?	Answer Yes/No	Complete any additional required questions. Note: Time is not a cost, this refers to financial or material costs.
10.6	Is there any compensation to subjects (including monetary or class credit)?	Answer Yes/No **(See Section 12)**	Complete any additional required questions.
12.1	State and justify the qualifications of the study staff	**16E**	Complete for UIUC Research Team Members ONLY
12.2	Describe the training that study staff and investigators will receive in order to be informed about the protocol and understand their researcher-related duties and functions.	Complete	Complete for UIUC Research Team Members ONLY
12.3	Describe the facilities where the research activities will be performed…..	Complete	Describe locations UIUC research team will be conducting research activities. For campus locations, specific details are required.
12.4	Describe the medical or pyschological resources available at this site….	Complete	Provide resources or state N/A, as applicable

IRBOnline Question		**Protocol Form Question** or Action Needed	Details
23.1	Consent Documents	Attach Documents	Attach any documents you will *continue* to use. If you are no longer enrolling participants, you do not need to attach any consent documents.
23.2	Recruitment Materials	Attach Documents	Attach any documents you will *continue* to use. If you are no longer recruiting participants, you do not need to attach any recruitment documents.
23.3	Surveys, Questionnaires	Attach Documents	Attach any surveys, questionnaires, or scripts - even if you have completed data collection. These must remain attached to document the type of data you have collected.
23.4	Grant Application	Attach Documents	
23.5	Investigator's Brochure, Package Insert	Attach Documents	
23.6	Literature Review/Cited References	Attach Documents	
23.7	Other Documents	Attach Documents	