

Principal Investigator Q & A for AURA-IRB

Where and how do I login?

The online submission system (AURA-IRB) can be accessed at <http://aura.uchicago.edu>

You will need an active CNet user account, or a UCHAD network ID, in order to be able to login to the system. If you do not currently have a CNet ID or do not remember your username and password, please go to the NSIT website at <http://nsit.uchicago.edu/services/cnetid/> to obtain this information. You can also contact the [Identification & Privileges Office](#), the University office which manages CNet users and permissions, at (773)702-3344.

Can I access the system from off-site?

In order to access the system from offsite, you will need to obtain a VPN from University computer services. Please see the University NSIT website @ <https://itservices.uchicago.edu/node/2259> for information on accessing the University of Chicago network from offsite. If your home computer or laptop is VPN enabled, you may login to AURA-IRB by using your CNet ID and password as usual.

How do I sign off on a submission that has been prepared for me?

Option 1: Click through the email notification from AURA and endorse via the “Submit to IRB” button on the study’s workspace.

Additional details: If a study is prepared for you by a research team (RT) member, it cannot be submitted to the IRB without your endorsement. The RT member creates the study and answers questions in the smart forms. When ready, s/he executes the “Forward for PI Endorsement” activity which sends you a system notification. The notification goes to the email you have listed in your AURA contact profile. This notification contains a link that will take you directly to the study’s workspace- where you may click “Edit Study” to review/update the information contained in the smart forms. After review, exit the smart forms and execute the “Submit to IRB” activity on the study’s workspace. You will see a confirmation of this activity in the History tab.

Option 2: Log into AURA and click on the name of the study to be submitted to IRB. If you don't see the name listed, click on the column headers to sort the studies or use the filter to search manually. Clicking the name of the study takes you to that study's workspace where the "Submit to IRB" button is available.

What if the study requires revisions before submitting to IRB?

Option 1: Update information yourself by clicking the "Edit Study" button in the upper left-hand corner of the study's workspace. This activity will take you into the smart forms where you can add/correct answers to questions.

Option 2: Click the "Changes Requested by PI" button on the study's workspace. A pop-up box will appear and allow you to explain the changes you're requesting before sending the study back to your RT member.

How do I see a list of my active protocols?

Click the "All Protocols" tab on your AURA homepage. This tab shows you a list of all the protocols and other types of submissions (amendments, continuing reviews, adverse events) on which you are currently listed as a member of the research team. To only see those protocols where you are listed as PI, click the "PI Protocols" tab to the right.

Where is my approval letter?

An email from AURA is sent when a study is approved. This email contains a link to the approval letter. In addition, letters can always be printed from the "History" tab of a study. Go to the workspace for that study and click on "View Correspondence Letter" in the History.

How do I submit an unanticipated problem?

If the event does not meet reporting requirements, please include it in a summary at the time of continuing review. See the IRB website for more information on reporting requirements.

For reportable events, go to the study workspace and click “New Reportable Event.” Read the definitions and instructions to verify that your event meets all the requirements and click “Continue.” Answer all applicable questions in the smart forms then execute “Submit to IRB” activity on the study workspace.

Why do I have to upload a PDF of the Grant?

Although you are able to select a specific grant in AURA-IRB, the respective PDF document does not automatically upload. This is due to the fact that AURA-IRB and AURA-Grants are currently running on two different software versions. AURA-IRB is on Aura Version 5.8, and AURA-Grants is on Aura version 5.7.

When AURA-Grants was being designed and tested, Aura 5.7 was the latest available version. AURA-Grants will be updated to version 5.8 as soon as AURA-IRB is fully implemented and running smoothly. This upgrade will allow for the automated transfer of PDF documents between the two systems.

Why do I keep getting emails from “AURA IRB”? Do I really need to read them all?

Emails from AURA allow you to track the progress of a study. A quick read will tell you whether your action is required. The IRB suggests setting up an email filter so that all emails from the system are filtered into a separate mailbox. Here, emails from the system will not clog your inbox, but you will be able to maintain a record of the status changes of your study. Emails from AURA will originate from the email address `_aura-irb@uchicago.edu`.

Certain emails from the system are important because they will replace the reminders formerly sent by the IRB staff. This includes reminders regarding pre-review responses and reminders that renewals are due to be submitted. Please therefore ensure that AURA emails are not redirected by a spam filter in your email such that you do not receive them.