

eISCRO User Guide:

How to Submit a New Application

Last Update	June 21, 2012
Intended Audience	Principal Investigator/Study Team
Purpose	To provide the user with step-by-step instructions on how to complete/submit a new ISCRO application.

Please first refer to the [eISCRO Getting Starting Guide](#) before continuing.

Follow the steps below to submit a new application:


- STEP 1.** Close all open web browsers.
- STEP 2.** Open a new browser and go to: <http://eISCRO.jhu.edu>
- STEP 3.** Login using your JHEDID and password.
- STEP 4.** Select the “Create ISCRO Application” button on the left.
 - The New Application SmartForm will automatically open.

The screenshot shows the JHU eISCRO web application interface. The top navigation bar includes the JHU logo, 'eISCRO Electronic Institutional Stem Cell Research Oversight Committee', and user links like 'PI Tester | My Home | Logoff'. Below the navigation bar, there are tabs for 'All ISCRO Studies', 'All Cell Lines', and 'Help Desk'. The main content area is titled 'My ISCRO Studies' and features a sidebar on the left with a 'Create ISCRO Application' button circled in red. The main area has tabs for 'Action Required', 'Researcher Prep', 'In Process', and 'All My Studies'. Below the tabs, there is a search section with a 'Filter by' dropdown and a search box. At the bottom, there is a table of 'New Applications' with columns for ID, Name, Current State, Last State Change Date, PI last name, and PI First Name.

ID	Name	Current State	Last State Change Date	PI last name	PI First Name
ISCRO00000055	RIM%184 Internal Test NA (Record Outcomes)	Waiting Study Team Response	5/1/2012 11:22 AM	Tester	PI

Figure 1

STEP 5. Complete Section 1 – Preliminary Questions

- Section 1 must be filled out completely in order for the application to be saved and generated in the system.
- Use the scroll bars on the right to view the entire page.
- Required fields are indicated with a red asterisk *.
- Blue circles  after a question can be clicked on for additional information (Help Links) about the requested field.

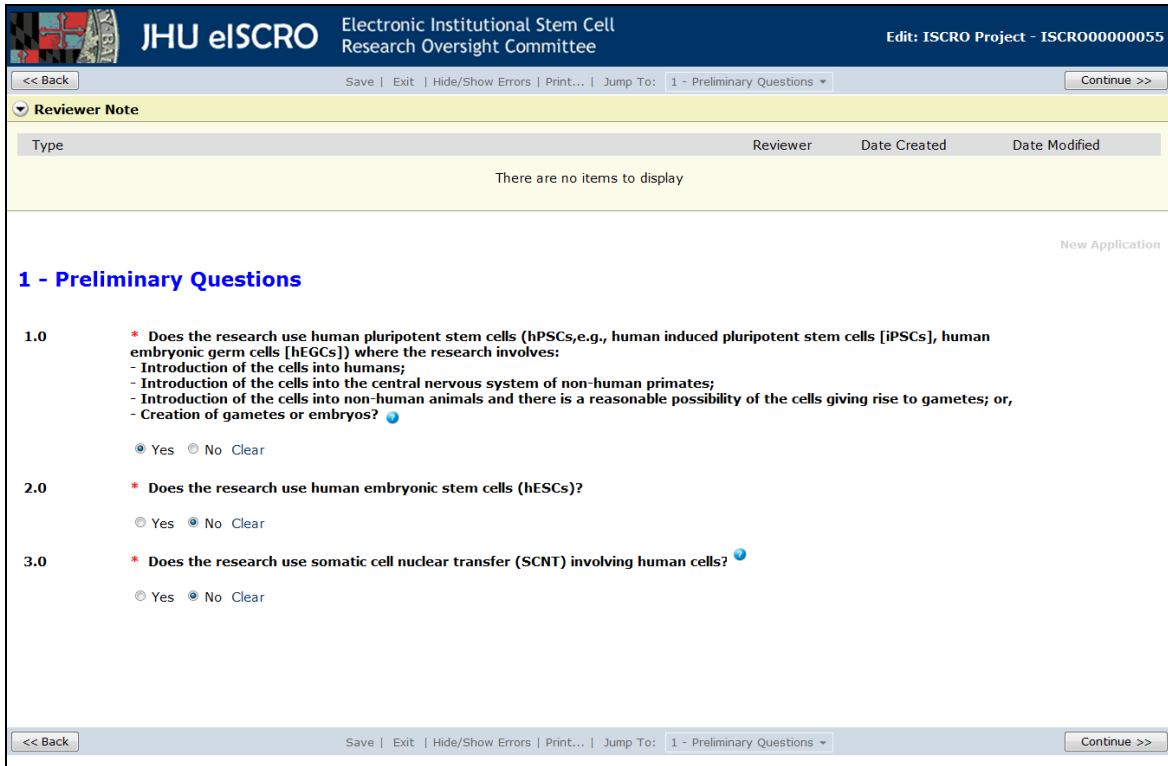


Figure 2

STEP 6. Select the “Continue” button to save the application and proceed to the next section.

- The system will save the application and generate an ISCRO ID number which will appear in the right corner of the form.



Figure 3

STEP 7. Navigate through and complete the remaining application sections using the blue navigation bar (Figure 3, above).

- The navigation bar can be found at the bottom and top of the form.
- You can select “Continue to proceed through each page of the application SmartForm.
- When “Continue” is selected the system automatically saves the form.

- You can select “Save” at any time and “Exit” the form. If needed, you can come back later and finish the form.
- Select “Exit” to close the SmartForm. The system will confirm that the form will be saved.
- You can skip to a specific section of the form by choosing a page name from the “Jump To” drop-down menu located on the blue navigation bar.
- **WARNING:** If the “Back” button is selected the system will not automatically save the information entered on that page of the form. Be sure to select “Save” before the “Back” button is selected.

STEP 8. The system will not allow the application to be submitted to the ISCRO until all required items are completed on the application SmartForm.

- To assess completeness of the form, you can **Turn on** the **Hide/Show Errors** feature, from the blue navigation bar, to provide a list of validation errors that the system finds along the way.
- As required questions are answered in each section, the error/warning messages will disappear from the list.
- The hide/show errors feature is optional and can be turned on/off at any time from the blue navigation bar.

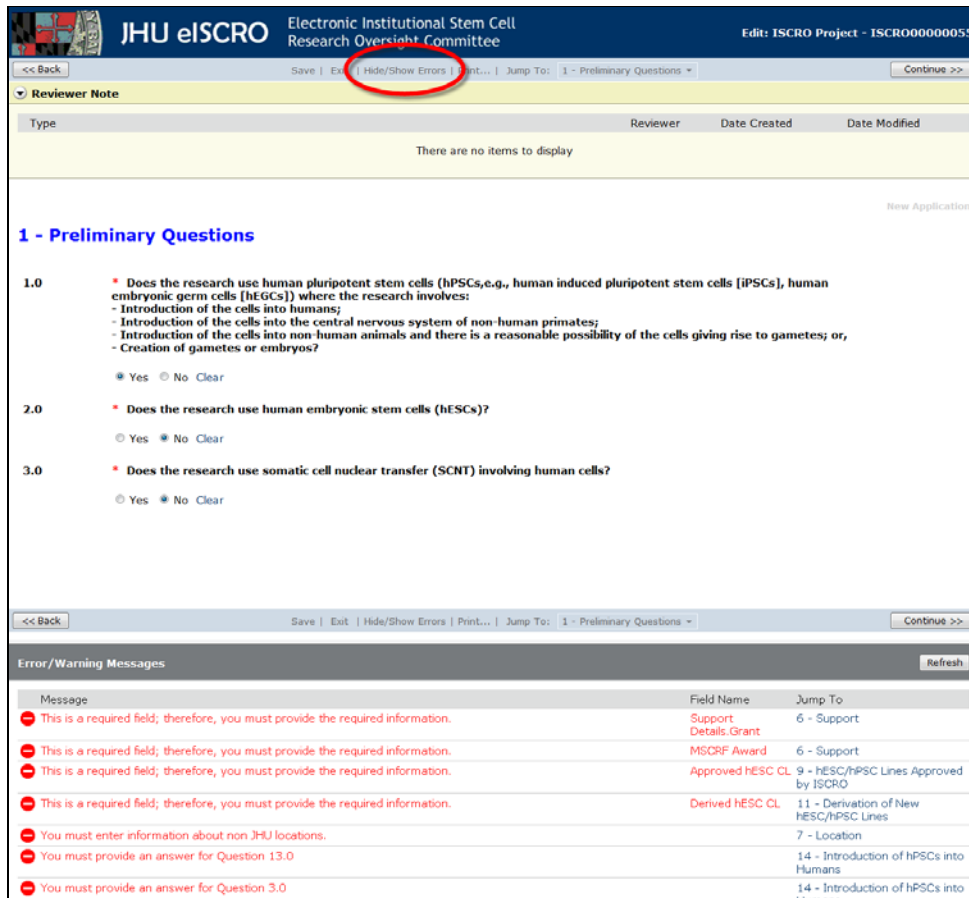


Figure 4

STEP 9. Select the “Finish” button on the last section of the SmartForm entitled “Final Page”. The SmartForm will close and you will be taken to the application workspace where you will be able to finally “Submit” the application to the ISCRO.

- The application is NOT sent to the ISCRO until the “Submit” activity on the workspace is run.
- **NOTE: ONLY THE PI CAN SUBMIT THE APPLICATION.**

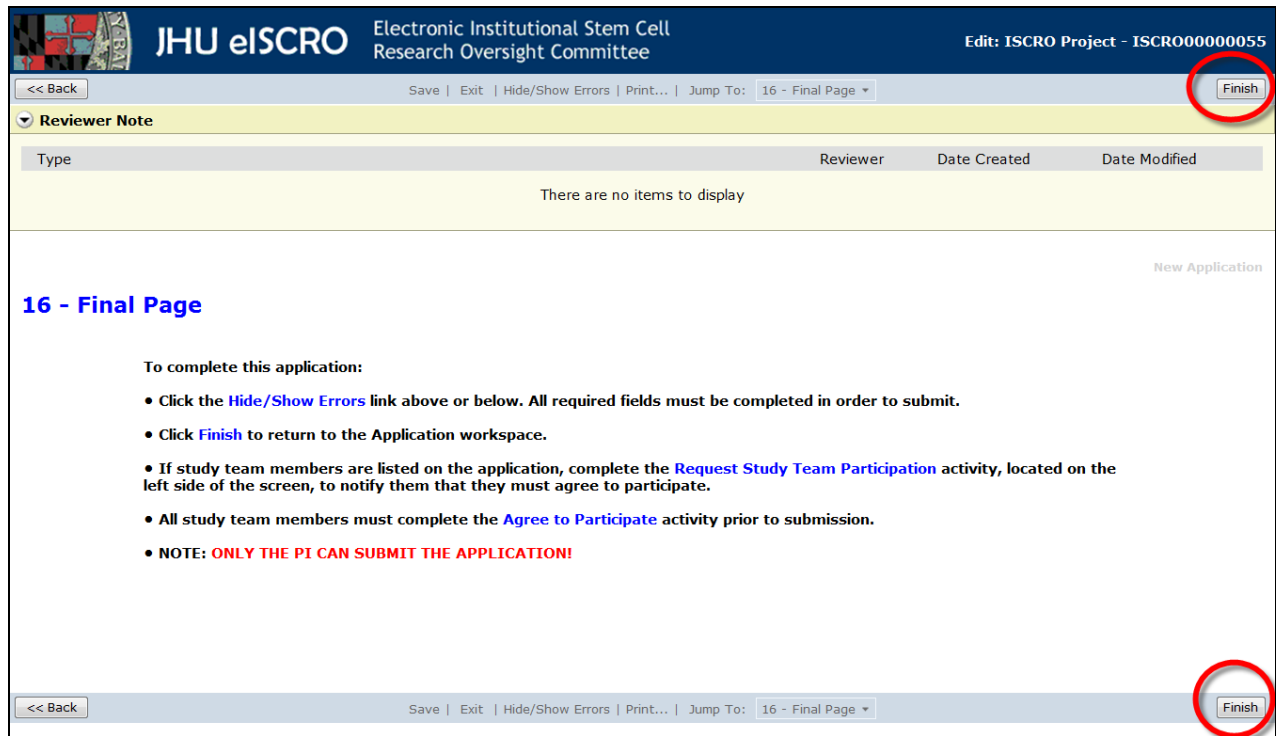


Figure 5

- STEP 10.** Once you select “Finish”, you will be taken back to the application workspace. From the application workspace, **select** the “Submit” activity, located on the left side of the workspace.
- If you need to make other changes before the application is submitted, you can select the “View/Edit Form” activity to open up the form and resume completing it.
 - **NOTE:** Once the application is submitted, the PI cannot edit the form, unless the ISCRO sends it back with questions.

JHU eISCRO Electronic Institutional Stem Cell Research Oversight Committee
 PI Tester | My Home | Logoff

All ISCRO Studies All Cell Lines Help Desk

All ISCRO Studies > RIM%184 Internal Test NA (Record Outcomes) Layout

Current Status

Pre Submission

View/Edit Form

Print Friendly View

View Differences

Activities

Submit

Request Study Team Participation

Study Team Withdraw

Contact ISCRO

Log Comment

New Application Workspace

ID: ISCRO00000055

Title: RIM%184 Internal Test NA (Record Outcomes)

Principal Investigator: PI Tester **Date Approved:**

Review Type: Convened **Date Submitted:**

Expiration Date:

Review Items:

Review Date	Review Type	Outcome	Review Letter
5/23/2012	Convened	Approved Pending Concurrence	View Letter
4/30/2012	Expedited	Approved Pending Concurrence	View Letter
4/30/2012	Expedited	Approved Pending Concurrence	View Letter
4/30/2012	Convened	Approved Pending Concurrence	View Letter

History Log Reviewer Notes FSA

History Log

Filter by ID

Figure 6

STEP 11. If the system finds Error/Warning messages they will be displayed.

STEP 12. Select the errors in the list and the system will take you directly to the page where the answer can be corrected, repeat this until all error messages have disappeared from the list.

- All error/warning message errors must be resolved for the system to allow the application to be submitted.

Message	Field Name	Jump To
⊖ This is a required field; therefore, you must provide the required information.	Support Details.Grant	6 - Support
⊖ This is a required field; therefore, you must provide the required information.	MSCRF Award	6 - Support
⊖ This is a required field; therefore, you must provide the required information.	Approved hESC CL	9 - hESC/hPSC Lines Approved by ISCRO
⊖ This is a required field; therefore, you must provide the required information.	Derived hESC CL	11 - Derivation of New hESC/hPSC Lines
⊖ You must enter information about non JHU locations.		7 - Location
⊖ You must provide an answer for Question 13.0		14 - Introduction of hPSCs into Humans
⊖ You must provide an answer for Question 3.0		14 - Introduction of hPSCs into Humans

Figure 7

STEP 13. After all error/warning messages are resolved, **select** the “**Submit**” activity again, the PI certification appears.

STEP 14. **Read** the PI Certification text, and then select “**OK**” to submit the application.

Submit

New Application

Submit

Clicking "OK" below is the electronic equivalent of your signature.

UPON SUBMITTING THIS FORM I CERTIFY THAT I HAVE REVIEWED IT IN ITS ENTIRETY, AND I AM FULLY COGNIZANT OF, AND IN AGREEMENT WITH ALL SUBMITTED STATEMENTS. I ENSURE, OR WILL ENSURE THE FOLLOWING:

1. All questions on this application are answered truthfully and with appropriate completeness.
2. Adequate resources and facilities are available to carry out the proposed research.
3. Adherence to the current state and federal regulations and with the Johns Hopkins University Institutional Stem Cell Research Oversight Committee requirements governing this research will be ensured.
4. Before beginning research described in this application, all persons working on this project will complete the human pluripotent stem cell ethics education training module.
5. Before beginning research described in this application, all persons working on this project will read the JHU ISCR0 Committee's Policies and Procedures.
6. All persons working on this project have the appropriate training to conduct the portion of the research in which they are involved.
7. The Office of the Vice Dean for Research will be notified if there is a change in sources of funding in the lab, whether or not such a change is related to this application.
8. A formal tracking system, (including users and locations) will be implemented and maintained for use of all hPSCs for which I have an MTA.
9. A security system will be implemented and maintained for all hPSCs for which I have an MTA, so that only authorized personnel will have access to those lines.
10. No person working on this project will encourage infertility treatment teams to generate more oocytes than clinically necessary.
11. No person working on this project will perform experiments for human reproductive cloning.
12. No person working on this project will perform experiments involving *in vitro* culture of any intact human embryo for longer than 14 days or until formation of the primitive streak begins, whichever occurs first. Day 14 embryos will be destroyed.
13. No person working on this project will introduce any type of hPSCs into human or non-human primate blastocysts.
14. No person working on this project will allow an animal to breed if hPSCs have been intentionally introduced into the germ line of this animal.
15. Prompt response will be given to all requests for information or materials solicited by the JHU ISCR0 committee.
16. Cooperation with committees/organizations that have the right to perform audits of laboratories involved with hPSC research will be ensured.
17. All persons working on this project have been provided a copy of the entire current version of the research protocol and are fully informed of the current (a) study procedures (including procedure modifications), (b) potential risks associated with the conduct of this study and the steps to be taken to prevent or minimize these potential risks; (c) data and record-keeping requirements; and (d) the current approval status of the research study.
18. If applicable, the attached consent forms are those used to consent donors of all materials used in this project, and that the original forms are available for inspection/verification.
19. Adequate, current, and accurate research data, records, outcomes, and problems/events (if applicable) will be maintained in order to permit an ongoing assessment of this research project.
20. The JHU ISCR0 Committee will be notified upon termination of this JHU ISCR0 Committee approved research.

Click OK below to complete this activity.

OK Cancel

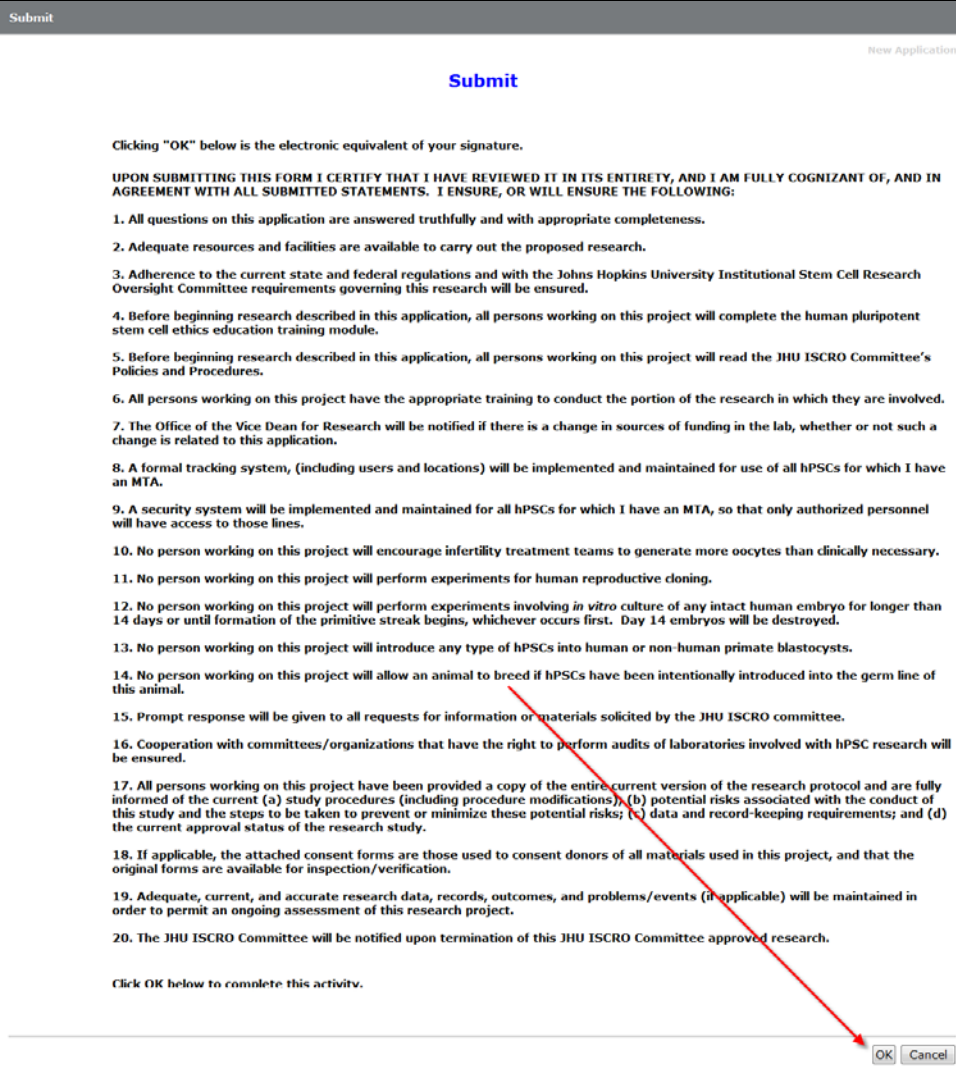


Figure 8

STEP 15. After submission, select **"My Home"** located on the top left corner to return to your Inbox.

- The system will send you an email notification confirming the submission of the new application.
- The ISCR0 office will receive the submission and begin reviewing the application.
- The application can no longer be edited by you unless the ISCR0 sends it back for clarification and/or changes.

STEP 16. To view the application that was just submitted, select the **"In Process"** tab located on the **My ISCR0 Studies** workspace.

Figure 9

STEP 17. You can find out the status of ISCRO review by looking at the “Current Status” on the application workspace. For additional questions about the status of an application, **contact** the ISCRO by selecting the “**Contact ISCRO**” activity on the application workspace. This sends the ISCRO Office an email notification containing your question through the eISCRO system.

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PI Tester | My Home | Logoff

All ISCRO Studies All Cell Lines Help Desk

All ISCRO Studies > TEMP TEXT REPLACE WITH STUDY TITLE

Current Status
Submitted

New Application Workspace

ID: ISCR000000071
 Title: TEMP TEXT REPLACE WITH STUDY TITLE
 Principal Investigator: PI Tester
 Review Type:
 Date Approved:
 Date Submitted: 6/14/2012
 Expiration Date:

View Form
 Print Friendly View
 View Differences

Activities
 Request Withdraw
 Contact ISCRO
 Log Comment

Review Items:
 Review Date Review Type Outcome Review Letter
 There are no items to display

History Log Reviewer Notes FSA

History Log

Filter by ID [Go] [Clear] Advanced

Activity	Author	Activity Date
Application submitted	Tester, PI	6/14/2012 9:49 AM EDT

Figure 10

STEP 18. To close out of eISCRO, Select “Logoff”, located on the top left corner.

- **NOTE:** It is **very important** to **CLOSE** your browser window if you are finished using the system to ensure that you are **completely** logged out of eISCRO. This is because the system uses a Single Sign-On login process and will retain a user’s browser session until it is ended (by closing out the browser session, or the system times out).

JHU eISCRO Electronic Institutional Stem Cell Research Oversight Committee

PI Tester | My Home | **Logoff**

All ISCRO Studies All Cell Lines Help Desk

All ISCRO Studies > TEMP TEXT REPLACE WITH STUDY TITLE

Figure 11