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One Week Left to Transfer Studies to Kualii!

The deadline for submitting transfers of IRB studies into Kualii is **Friday, June 3, 2022**. Submissions received after this date may not be transferred before eIRB is retired in August 2022 and may expire.

July 2021 was the start of a yearlong transition period from the legacy eIRB Services system to the new Kualii IRB system. The OIA team deeply appreciates your patience and tenacity both as you learn the new system and as we navigate significant structural and policy changes in our office (and as everyone continues to adapt to the pandemic and new normal).

The extra work of this transition is almost over and we need your help to make it to the finish line of this important project. Please continue to follow our original [matrix](#) and [additional guidance](#) for studies that do not fall into the matrix. Also see below for important reminders when a study from the legacy e-IRB Services system is not easily located in Kualii or help from OIA is needed.

Together we can finish this transition period strong and continue the groundbreaking research that makes us proud to be Tritons!

Announcement from UCSDH Office of Compliance and Privacy (OCP)

Members of the University of California community share a commitment to the highest ethical, legal, and professional standards in furtherance of our mission of patient care, teaching, research, and public service. We recognize that we hold the University in trust for the people of the State of California.

Modeled after OIG Guidance, the UC San Diego Health Sciences Office of Compliance and Privacy promotes an ethical culture, raises awareness of doing the right thing for the right reasons, and fosters an environment where all may report concerns without fear of retaliation. Each of us is responsible for adhering to policies and laws. If you see something, say something. If you are unsure, seek guidance.

Within the Office of Compliance and Privacy, the Research Compliance analysts are available to provide guidance on a wide array of research-related topics and review concerns reported by staff in the research units.

Useful links regarding Study Management, Data Management and Storage, Research Billing, Privacy, Fraud Waste and Abuse, Conflicts of Interest, Policies, Compliance Training, Government Agencies, and other topics can be found at the Office of Compliance and Privacy intranet page

<https://pulse.ucsd.edu/departments/compliance/Pages/default.aspx>

Additionally, many checklists, self-assessment tools, forms, and templates can be found on the Research Compliance intranet page

<https://pulse.ucsd.edu/departments/compliance/research-compliance/study/Pages/default.aspx>

We can be reached at the Compliance HelpLine at 858-657-7487 or via email at hscomply@health.ucsd.edu.

Please do not hesitate to reach out as we look forward to our continuing relationship with the research community at UCSD.

Reminder: Renewal of Business Systems Accounts

As we approach July 2022 we are coming up on the one year anniversary of the beginning of the Kualii transition. Since access to Kualii is controlled through IT systems, some folks (RCHSD researchers, students, etc.) had to obtain business systems accounts to be able to access Kualii. Those accounts are generally good for only a year and need to be renewed. As such, we want to remind everyone about this.

If you are a **user** who has a business systems account that you use to access Kualii, check in with the department who sponsored your account to see if there is anything they need you to do to ensure your account is renewed.

If you have **sponsored** someone for a business systems account, please be sure to follow your departmental policies on renewing (or not) accounts in a timely fashion so that researchers do not lose access to Kualii. Furthermore, please be on the lookout for automated emails asking you to renew access for these individuals throughout the course of the year.

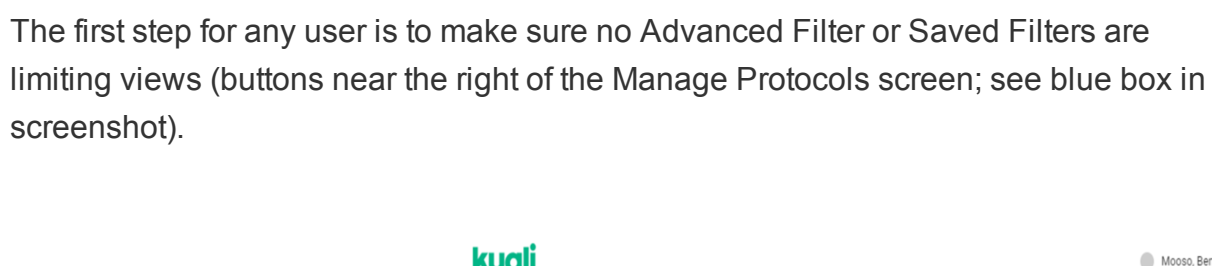
Reminder: e-IRB Being Retired

Any documents contained within the legacy e-IRB Services system will not be readily accessible after July 2022. As such, researchers are encouraged to download any documents they will need after July 2022 now.

Reminder: Troubleshooting Missing Studies

OIA exported limited information from the legacy e-IRB Services system to create shell records for studies in Kualii. Although the export went smoothly, some users don't see all the studies they expect. Here's why (and what to do if it happens to you):

The first step for any user is to make sure no Advanced Filter or Saved Filters are limiting views (buttons near the right of the Manage Protocols screen; see blue box in screenshot).



If you are **not** the Principal Investigator (PI), the shell record will not be visible to you at first. If this happens to you, check with the PI. If the study is visible to them, they just need to quickly add you to the Permissions (see [PI Permission Step by Step](#)).

If you are the PI and a shell record is not visible to you, contact OIA for help. It is usually one of two scenarios:

1. A matter of associating multiple legacy system profiles and/or non-university email addresses with a single identity, has been solved by the vendor and ITS. Cases are still possible, but unlikely.
2. The study was not included in the export from the legacy system. Examples include:
 - some older reliances on external IRBs,
 - new studies that were submitted in the legacy system after mid-June, or
 - new studies that were on hold pending approval from an ancillary review body.

Reminder: Getting Help

[Kualii IRB Knowledge Base Articles \(KBAs\)](#) are part of the growing Research Knowledge Base. We generate new articles and update older articles in response to trends in questions or problems submitted by the research community.

Install and enable the [WalkMe](#) extension in your browser to get contextual help as you navigate Kualii IRB. This includes tips about using the system as well as key regulatory background. The extension is approved for Campus and Health Sciences computers.

Contact OIA by email at irb@ucsd.edu or by voicemail at 858.246.4777 with questions or to report errors/issues. For questions about Kualii in relation to single IRB/reliance arrangements, contact irbrely@ucsd.edu.

Please be sure to include the protocol number (if available) and a reference to the system you are using ("e-IRB" or "Kualii IRB"). This will help the OIA team triage and troubleshoot.

