The SLU **eIRB** *tip of the month*

Deleting a form or a protocol from the eIRB system can initially give some users pause. Many are afraid that by deleting a form (i.e., Amendment, Continuing Review, Report Form, etc.) the entire protocol will also be deleted. Other users are worried they might delete a protocol that was submitted to the IRB office. In this month's tip, we'll demonstrate how to properly delete a form or protocol from the system and hopefully alleviate any concerns about deleting.

Step One: Whether deleting a protocol (New form) or a form (created after approval such as an Amendment, etc.) select the 'Delete Protocol' button on your dashboard/homepage. Don't worry: CLICKING THIS BUTTON WILL NOT DELETE ANYTHING INITIALLY. Also note, an additional delete option is available under the 'eProtocol' menu located on the left end of the navy blue title bar. See examples below:
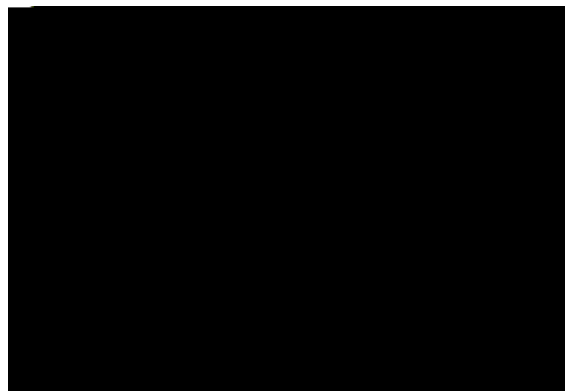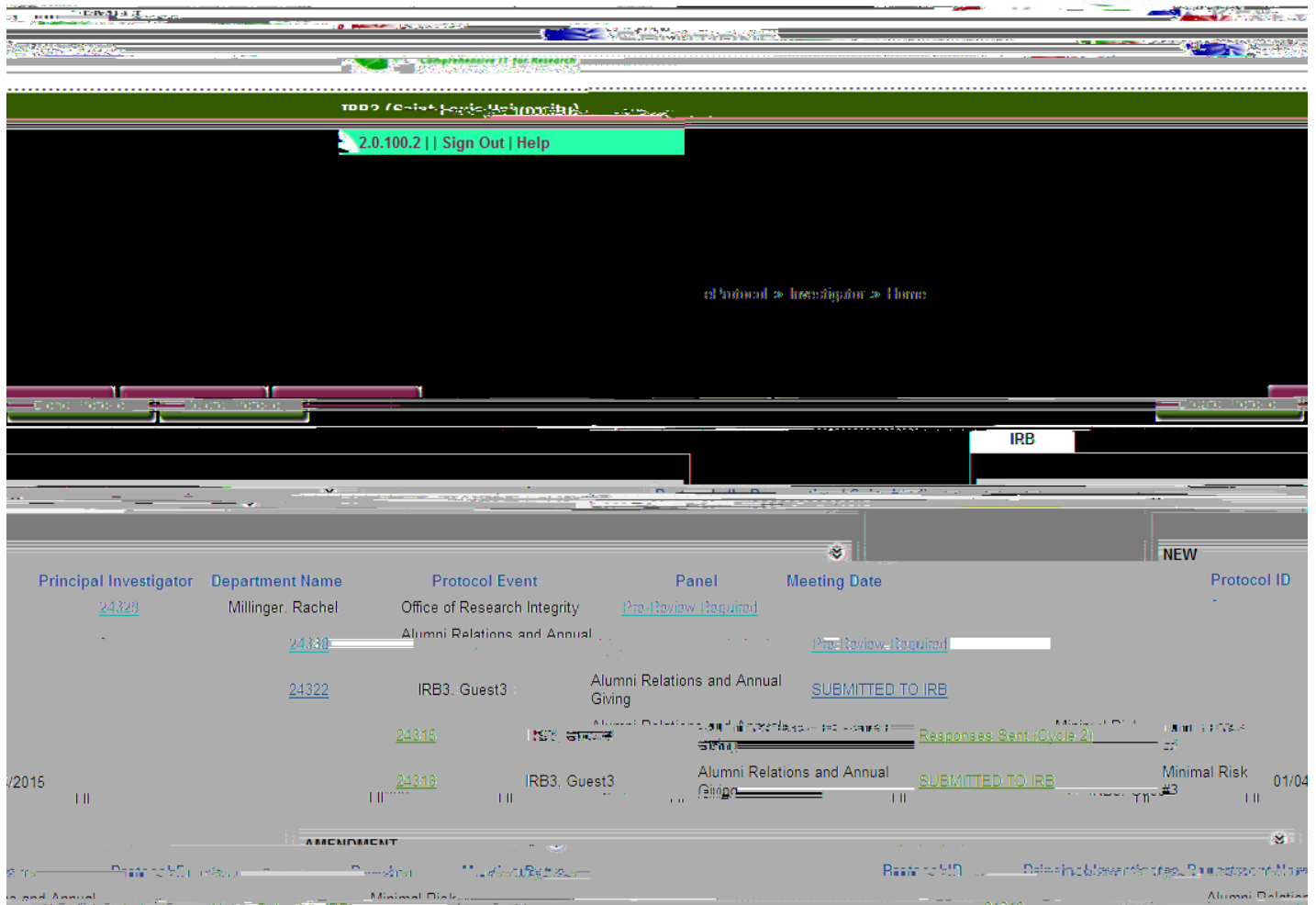
Step Two: After clicking 'Delete Protocol' you will be taken to a menu with options of only the forms or protocols you

Step Four: The Amendment was successfully deleted! The user deleting the form/protocol will receive a blue confirmation message and the form/protocol will no longer be found on the delete protocol list or on the dashboard. In addition, the approved, active study will still be found in the 'Active Protocols' section of the dashboard where new forms can now be created. See examples below: