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**To:** [Jean-Baptiste \(Blackwood\), Joann](#)  
**Subject:** eIRB Update - RMS eIRB & Student Accounts [eIRB]  
**Date:** Monday, October 18, 2021 10:44:45 AM  
**Attachments:** [eIRB Job Aid - Student Accounts v1 - 10-14-2021.pdf](#)

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Dear Research Community,

Welcome to the first full week of the new Research Management System (RMS) eIRB. We are reaching out with important information regarding user accounts:

- Faculty and staff who have UMass Chan single sign-on credentials automatically appear in the pick list when someone goes to select a principal investigator, primary contact, or study team member. At this time, however, students only appear when they are also UMass Chan employees. To add a student who is not an employee as a study team member on a study in RMS eIRB, please follow the attached job aid. We are actively working on steps to include students in the pick lists and will let you know once this change is implemented.
- All users must log in to RMS eIRB with their UMass Chan single sign-on credentials.
- If your CITI training information appears to be missing, verify that CITI is using your umassmed.edu email as your institutional email in your UMass Worcester institutional profile.
- Job aids regarding student accounts, single sign-on, and CITI are available on the RMS eIRB SharePoint site: <https://umassmed.sharepoint.com/sites/RMS/IRB>

### **Need Help? eIRB OFFICE HOURS are here!**

The IRB staff is offering Office Hours at various time throughout the coming weeks! This time is used to answer specific questions regarding the eIRB and/or overall RMS that might come up while you are completing various tasks in the system.

A schedule of upcoming sessions and a link to the Zoom meetings can be found on the eIRB Intranet page: <https://umassmed.sharepoint.com/sites/RMS/IRB> . Scroll down the page to find it.

You can join a session any time while it is occurring. We will work with individuals on a first come, first served basis.

To ensure that you get the most out of these sessions, please be sure to:

- review the training course videos before attending Office Hours (they can also be found on the eIRB Intranet page: <https://umassmed.sharepoint.com/sites/RMS/IRB> )
- read the help text in the eIRB module that may pertain to your question
- bring specific questions/issues you may have, and
- be prepared to share your screen so we can work together on your question.

Need more help?

Email: [eIRBSupport@umassmed.edu](mailto:eIRBSupport@umassmed.edu)

Welcome to the new eIRB! We look forward to working with you!

Sincerely,

Allison Blodgett, PhD, CIP  
Director of IRB Operations

And

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Preferred pronouns: She/Her/Hers  
IRB Educational Specialist