1: Background

Q: Tell me your role with the CIRB, specifically, which board you're on and your role within the board.

> Note 1: Make sure the discussion is about their role and the types of things they need to do but NOT the procedures they do to get it done.

> Note 2: Make sure to clarify if the task differs depending on if it's a network or local context submission.

> Probe on what their role is during the different stages of an IRB submission:

> - Initial submission
>
> - Annual Maintenance
>
> - Updating/modifying a study
>
> - Transferring a study?
>
> - Closing a study
>
> - Updating personal information (on CIRB website)
>
> - Other (participant defined)

Q: An IRB package goes through multiple stages from the time it's initially submitted to the time the study closes. Can you describe in your terms what these stages are (e.g., an initial submission, pending review, initial review, completed review, etc.)

2: Tools

For each of the tasks, have them demonstrate as needed how they use the CIRB website and ePanel.

Q: [For each task mentioned] Walk me through the process of accomplishing [task]. Specifically, what online tools, websites, or other resources do you use for [task]?

> Note: Probe on their understanding of the role of CTSU, the CIRB Website, IRBManager, ePanel, and any other tools that they need to use (specifically related to working with the CIRB).

3: Training & Support

During the discussion, have them demonstrate as needed how they use the CIRB website and ePanel for training and support.

Q: How did you learn the process that you use for these tasks?

> Note: Probe specifically on help with the CIRB website and ePanel.

Q: What did you have the most difficulty learning, or what do you still need to get help on, in order to acocmplish your tasks with these tools.

> Note: Probe specifically on help with the CIRB website and ePanel.

4: Document Types

Q: What's the difference between the terms quickguide, FAQ, checklist, and manual? Which do you use, and when?

Q: The website has forms and worksheets. Can you discuss the difference between those?

5: Website Content Review

Q: Here's a list of types of information. Tell me about your need (or lack thereof) for this information. For each item identified as important, is this currently available, and if so, where?

- History of the CIRB and how it operates (including SOP)

- How to become a signatory institution

- List of signatory institutions

- Information about component and affiliate institutions and their use of the CIRB

- List of CIRBs and their roles and responsibilities

- List of individual CIRB Members

- CIRB meeting dates and agendas

- List of studies currently under review

- Training material, FAQs, etc.

- Contact information for the CIRB

6: Related Sites

Q: Sometimes websites have links to other related sites or resources. Does the CIRB website need this, and if so, what links should be included?

> Follow-up: After discussing this, show them the "Related Links" page and discuss which links are useful, if any.

Wrap up

OK, we're done. Are there any questions you would like to ask me about the site or about today's experience that I did not ask you about?

Thanks again for your participation.