

INSIGHT HUMANS MODULE (IRB) Q&A

OCTOBER 9, 2025





LATEST INSIGHT UPDATES

- ▶ All new studies should now be submitted in Insight!
- ▶ *Almost* all studies have been migrated to Insight and can receive Amendments, Continuing Reviews, etc.
 - ▶ Around 96 studies failed the migration process, and IT is working to get them migrated.
- ▶ *All Attachments* are not yet loaded. That will take another 1-2 weeks.
 - ▶ **WARNING: DO NOT RELY ON "ATTACHMENTS" IN INSIGHT YET, FOR MIGRATED STUDIES.** eIRB has the current IRB-approved documents for those studies. Download from there as needed until further notice. Use eIRB versions as basis for Amendments in Insight.
- ▶ Expiration dates may still appear incorrectly, Insight team is working on a solution, and an update will be provided when it is received
- ▶ **eIRB is now closed to all new activity.** You can still view your studies, however, and download documents if needed, until sometime in February. After that, un-migrated records will be available in an archive.
 - ▶ There are a small number of RNIs in eIRB that will be finalized in eIRB and not migrated into Insight.

DIFFERENCES BETWEEN EIRB AND INSIGHT

- ▶ PI sign-off required for ALL submissions and resubmissions
- ▶ All attachments now in one place
- ▶ Requested changes are in comment bubbles  on the forms themselves and require responses to each before submitting back
- ▶ CITI is validated automatically including which type of course (biomedical vs sociobehavioral)
- ▶ Withdraw = Discard permanently
- ▶ Different submission types for Emory review protocols vs. external (ceded) IRB, cannot change between them
- ▶ Staff updates are accepted as soon as PI signs off (no IRB review process)
- ▶ Studies that don't require "Continuing Review" do require "Expedited Check-In" and studies are automatically closed if you don't respond



DIFFERENCES BETWEEN EIRB AND INSIGHT

- ▶ Study ID not assigned until submitted
- ▶ There will no longer be a specific IRB analyst for a specific study; when transactions are submitted, they will be assigned to the next available analyst in a rotation
- ▶ The ability to define who receives notifications from the system ("Contact" checkbox) and who can transact and edit submissions ("Manage" in permission) vs view only ("View" in permission)
- ▶ Conflict of Interest disclosures are in the PI sign-off activity completed in the *Investigator Disclosure, part II* form
- ▶ Consent forms have a separate Version Date field in the Insight system that must be added after they are uploaded
- ▶ Not all submissions need protocol attachments
 - ▶ Chart reviews, Exemptions, secondary data analysis
 - ▶ REMINDER: Chart reviews cannot be determined exempt at Emory – Do not select D4 in Study Overview for these studies
- ▶ Automatic reminders are sent to the owner of outstanding tasks (e.g. PI sign off, ancillary review) every 7 days until the action is complete
- ▶ Do not add external users to the list of study staff in the staff form, instead use the external team member spreadsheet on our [website](#) and include in the attachments section (same as eIRB)

ACCESSING APPROVED CONSENT FORMS AND LETTERS

- To access approval letters, select the transaction on the right side of the workspace (IR letters are accessible in main study workspace)

Review		
Amendment (AME2)	Approved	Created on: 09/08/25 Updated on: 10/07/25

Review Letters								
	Process	Date Received	Board	Review Type	Meeting Date	Review Status	Status Date	Last Updated
	AME2	09/09/25	IRB	Full Board	10/01/25	Approve	10/07/25	10/07/25
	AME2	09/09/25	IRB	Full Board	10/01/25	Require Modification	10/02/25	10/02/25

- Stamp-approved consent forms are accessible on the main study page for a study

Protocol Published Documents			 Download Published Documents	 Publish	 Unpublish
View	Name	Type	Uploaded	Process	
	Consent/Assent Form	1			



RESOURCES

- ▶ [Insight System Help](#) – Most up-to-date information regarding Insight Humans Module, this page also includes instructions on how to update migrated studies in Insight
- ▶ [Insight SharePoint website](#) – Access training videos and job aids for Humans and other modules
- ▶ To find the latest templates required for submissions:
 - ▶ [Protocol Templates](#)
 - ▶ [Consent Toolkit](#)

SHARE YOUR THOUGHTS ON INSIGHT FORMS!

