Human Research Protections Office

CICERO

http://cicero.umaryland.edu

New Features and Functions

*Username and Password can be retrieved via email request, password does not expire
*CICERO will interface with IBC, RSC, GCRC, VA and IACUC
*Conflict of interest is required for all research personnel - function to email all
*Anyone can initiate a new protocol however only the PI can submit
*Help text throughout applications to provide guidance with submissions
*Current literature review summary required
*Frequently Asked Questions (FAQ) button
*Support button throughout application to assist with questions
*Informed consent document flexibility – 2 university statements (minimal risk & greater than minimal risk)
*Ability to submit a continuing review and modification simultaneously
*December 1st all departments, divisions and schools will be LIVE!
*2 Risk designations: minimal risk and greater than minimal risk – no more low, moderate & high
*If the submission was previously designated low, moderate or high risk then select "greater than minimal risk"

Converting Process to CICERO

*No NEW protocols can be submitted in BRAAN *after* your department/division Go Live date.
*Submit all *new* protocols in CICERO moving forward
*Submit *continuing reviews* in CICERO 90 days from their BRAAN expiration date
*Submit *modifications* and *reportable events* in BRAAN until that study has been converted into CICERO
*BRAAN website will be accessible to view and print documents
*When converting an existing protocol to CICERO please place the "H" number in the abbreviated protocol title box

IRB Panel Members

*Confirm attendance to IRB Meetings online
*Review meeting agenda online
*No more filling out paper checklists and hand carrying them to the meetings
*Each meeting assignment will have your checklists ready to be fill out online, no checklist keys
*Decrease the amount of emails from IRB Analysts regarding meeting items
*Review Reportable Events & Expedited transactions in Agenda, no excel spreadsheets
*Lay summary for non-scientist

1. IRB Panel Member Role
2. Full Board Meeting Agenda tab
   - confirm attendance and review meeting agenda
3. Full Board Meeting Assignments tab
   - assignments for the meeting, checklists already assigned
   - Final Page – use caution with answer

****No changes are allowed at the time of conversion****

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CICERO – IRB Members – Instructions

1. Log into CICERO: http://cicero.umaryland.edu
2. On the left side of the screen under "My Roles and Submissions" please select the "IRB Panel Member (ROLE)"
3. Once in your "IRB Panel Member (ROLE)" you will see **4** tabs:
   - **a. *Full Board Assignments***
     - i. Section labeled "My Full Board Reviews" - these are your meeting assignments requiring review
     - ii. Section labeled "All Agenda Items" – these are all the assignments for the meeting
   - **b. *Full Board Meeting Agenda***
   - **c. EC/Designee Review** – Not for IRB Members and will remain empty
   - **d. All Items** – Not for IRB Members and will be removed
4. Select the "Full Board Meeting Agenda" tab. You will see the IRB Meeting(s) in which you are assigned.
5. To RSVP or view the meeting agenda, please select an IRB Meeting date.
6. On the left hand side of the page you will see "Confirm Attendance" and "Decline Attendance". Once you select one of these options an email will be sent to the IRB Analyst and your indication noted in the History Log.
   - a. In the future, if you need to change your RSVP to a meeting you may do so at anytime.
7. To view the meeting agenda please select "View Agenda" in the upper left hand corner of the page. The agenda will include all of the transactions assigned to the meeting along with reportable events and expedited/exempt transactions. You will no longer receive Excel spreadsheets outside the system to view reportable events and expedited/exempt transactions. Close the agenda window when you are finished reviewing the content.
8. You will see **3** tabs:
   - **a. Submissions**
     - i. Indicates all transactions assigned to the meeting
   - **b. Attendees**
     - i. Indicates all individuals invited to the meeting and designates who confirmed attendance and who declined attendance.
   - **c. History Log**
     - i. Show a timeline of the meeting RSVPs pertaining to attendance
9. Once you've completed indicating your attendance to the meeting and reviewing the agenda you are ready to begin your assignments.
10. Please select "My Home" in the upper right hand corner of the page to take you back out to the front page of your "IRB Panel Member (ROLE)".

11. Please select the "Full Board Assignments" tab and locate the section labeled "My Full Board Reviews". This section will display *your* assignments for the meeting that require your review. The "All Agenda Items" section will display all transactions assigned for the meeting.
12. To begin your review click on the Name of the submission. This will take you to the Workspace of the submission.
13. You will also see **4** tabs on the page:
    - **a. History Log**
        - i. Equivalent to "Letters and Protocol History" and "Notepad" in BRAAN. This tab contains any correspondence on the transaction along with a history of the transactions history.
    - **b. Reviews**
        - i. Equivalent to Criteria for Approval, Checklists, and "View All Feedback" in BRAAN all in one. Here you will be able to complete the appropriate forms for the review of this study.
    - **c. COI**
        - i. Display all of the individuals listed in the Research team and whether they have a potential conflict.
    - **d. Documents**
        - i. Equivalent to "Section S," "Paper Clip," and "View/Print Protocol/Grant/Brochure" in BRAAN. This tab contains all of the documents uploaded in the CICERO application.
14. On the left side of the screen please select "View Submission Form" which will allow you to review the submission one page at a time and add comments (sticky notes) on each page **OR** you can select "Printable Version of Form" which will allow you to review the submission as one page you scroll through.
15. Once you've viewed the application, please select the "Reviews" tab. Locate your name and click on the smart form link to the left of your name.
16. This will take you directly to the checklists you need to complete for your review. Begin filling out your checklists.
17. Once you've reached the final page of your reviews please be careful **NOT** to select "YES" that you've completed your review unless you are sure that you have finished your entire review. Once you indicate that you are finished with your review you will **NOT** be able to go back into the system and change your review.
18. If you want to contact the study team directly with questions, you may do so by selecting the "Contact Study Team" button on the left hand side of the page. ***Please note – by initiating this activity, the study team will be able to know your identity. ***
19. If you have questions for the study team and you do not want them to know your identity, then select "Add an Internal Comment," which only allows the HRPO staff and IRB members to view. The analyst will then contact the study team directly to get your questions answered.
20. In addition, you can add an external comment (do not ask questions to the study team using this function), where everyone including the investigator and research team will be able to view.

If you have any questions or concerns completing your review please contact Khristy Bozylinski at 410-706-4514 or kbozylinski@som.umaryland.edu