Site Search

Site Search – Step by Step Instructions

The IRB system is available at https://irb.energy.gov

Site Search is new. It allows a user to search for a study or study files by key words. All users can do a Site Search, but results may depend on your role. If a user is **not** allowed to see an item, it will be removed automatically from the search results (i.e., you should **not** see results from other studies you are **not** a Principal Investigator or study staff for).

Background Information on Search Feature

The Site Search can be used to find a wide range of information. Some examples of information indexed for Site Search but **not** limited to:

- ID
- Full Study Title
- Name
- Description
- Investigator
- Protocol Documents
- Funding Sources (Organization Name, Funding Source ID, Grants Office ID, Attachments)
- Study Team Members
- Study Related Documents (Consent, Recruitment Materials, Other attachments)
- Local Site Documents (Consent, Recruitment Materials, Other attachments)
- External IRB (Name of External IRB Organization)
- External Study ID
- Brief Description of Activities Site will Perform
- Additional Local Funding Source (Name, Sponsor Funding ID, Attachments)
- PI Proxy
- Continuing Review Supporting Documents
- Summary of Modification
- RNI Briefly describe the new information
- RNI Related studies and modifications (ID and name)
- RNI Attach files containing supporting information
- RNI Reported by (full name)

Once you start your search, you can further refine you search by filtering:

- Projects— Projects are the day-to-day items you use to manage your research in a Huron solution. They include items such as funding proposals, studies, protocols, agreements, and disclosures. You can search for any project in your solution using properties on the **project**, including its name, ID, and description. Depending on the solution, other properties are also available to search. When you select the Projects filter, the system will only display results that match search criteria in your project data.
  - This will be used mostly for searching for study information.
  - **I would use this search field.**
- Documents— Documents are third-party files uploaded to your solution outside the context of a project. When you select the Documents filter, the system will only display results that match search criteria from documents. The search includes metadata on a document, such as its name and description. It also includes the contents of a

document. From the results, you can click directly on the provided link to open a document. This searches for the toolkit documents (e.g., HRP-503-Template)

- o If searching for key word(s) in project attachments, execute a search on **Projects** (not **Documents**).
- o Search will bring back templates that may not be relevant to you. Use the templates found in your IRB library or what your IRB Coordinator provide.
- o **I would not use this search field**.

In addition, the Search component supports the following operators.

Operator	Description
And	Finds all of the specified words
Or	Finds at least one of the specified words
Not	Excludes the specified word
*	Wildcard character, finds part of a word
Quotation Marks	Finds the exact phrase

Note: when testing for upgrade, some of the operators did **not** function correctly.

The steps for searching a site are outlined below.

Steps for creating a new study, continuing reviews, closures, or adverse events for studies are different and documentation on those steps can be obtained by contacting your IRB administrator or can be found in the DOE library. If you do not know your IRB administrator, please visit the DOE website that lists the site IRB administrators at https://science.osti.gov/ber/human-subjects/IRBs.

Navigate to Search Function

Log in.

Go to IRB, or IRB/Submission's dashboard to find the Search function. This is the only place the Search function field exists.
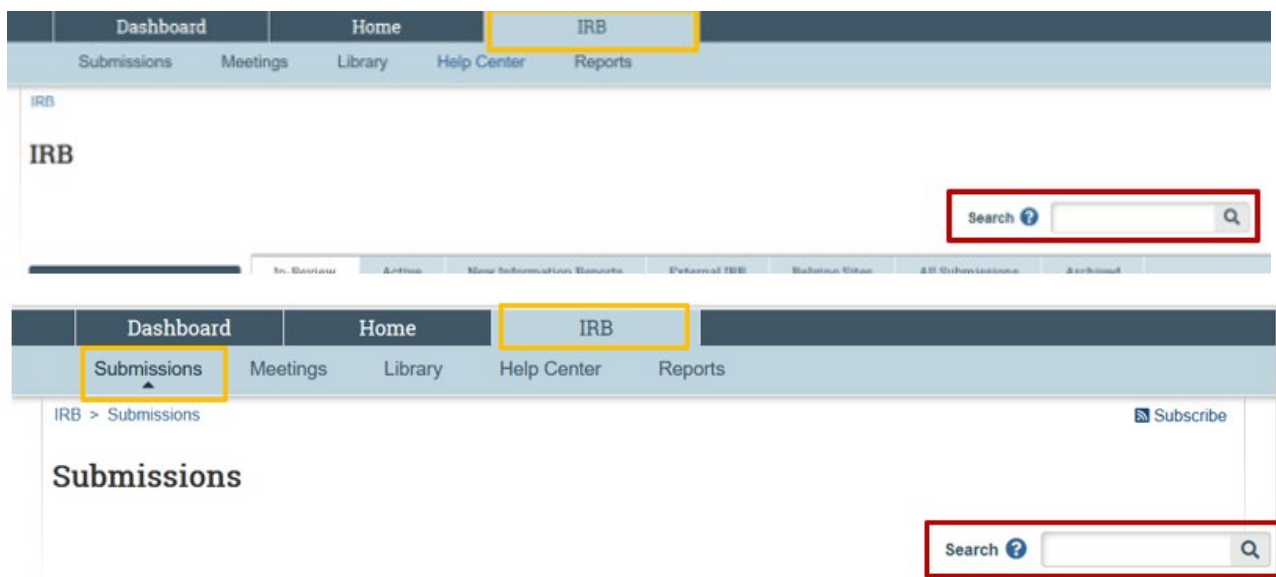
Using the Site Search

Type in a keyword you are looking for and click on the magnifying icon. The results will display in a separate pop-up window. Search results include clickable links. The Study IDs will take you to that study. If you click on the document, it will open in a new window showing that document. Display order of results is based on relevance (e.g., number of times key word(s) appear in project data) as determined by the Windows Search algorithm.

Results include:

- Project ID (with link to workspace)
- Owner — assigned party (but mostly will be blank since we don't assign owners)
- Status — project state
- Parent Project (if applicable) — e.g., the parent Funding Proposal for a Budget
- Related Items (if applicable) — Attachment (e.g., Word, PDF, etc.) containing the entered key word(s)

Filtering a Search

If the results are too long to scroll through, you can refine your search. Click on the dropdown icon next to "Anything" and select "Projects". Then you second drop down you can leave as "Anything" or "IRB Submission".

For example, I am looking for a specific term "Kanga" and my results do not show "Kanga" in the ID/Study title (yellow box) or Protocol title (green box). But if I open the document (green box), you can see where the word "Kanga" appeared in the protocol (blue box).

When done with your search, click the X button on the Search box.

If you need any assistance while submitting to the IRB system, please contact your IRB administrator. If you do not know your IRB administrator, please visit the DOE website that lists the site IRB administrators at https://science.osti.gov/ber/human-subjects/IRBs.