

IRB/SPA Online Submission - Product & Vendor Evaluation Criteria

Objective: Procure an IRB/SPA common submission tool that will result in the greatest increase in efficiency for IRB, SPA and Researchers while meeting all regulatory and compliance obligations of research

Product Evaluation Criteria*	Criteria supports research staff, IRB members and administrative staff by:
Supports Complete and Accurate Study Submission	<ul style="list-style-type: none"> ▪ Providing guidance ▪ Allowing for easy return of inaccurate submissions ▪ Reducing potential for errors in submissions to IRB or SPA ▪ Reducing stipulations ▪ Preventing returned submissions ▪ Tracks progress of submission
Ease of Navigation	<ul style="list-style-type: none"> ▪ System is logical and intuitive ▪ Movement to any area of the system is simple ▪ Mistakes are easy to correct
Excellent Technical Support	<ul style="list-style-type: none"> ▪ Support is responsive and quick ▪ Feedback from customers is positive ▪ System is stable ▪ Reliance on vendor for daily operations is minimal
Information is Accessible & Secure	<ul style="list-style-type: none"> ▪ Providing transactions and project documentation where needed ▪ Allows for ongoing design of necessary reports ▪ Data is searchable & extractable ▪ Help menus available ▪ Provides links to outside information where needed ▪ Privatizes data
Provides Flexibility	<ul style="list-style-type: none"> ▪ Responsive to regulatory changes, researcher needs and IRB administrative needs ▪ Customizable to SPA and IRB processes
Reduces Duplication of Effort	<ul style="list-style-type: none"> ▪ Minimizes data entry ▪ Provides single administrative system for SPA & IRB ▪ Allows online tracking of projects for all users ▪ Supports project communication and collaboration

*Product criteria are not listed in order of importance.

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Vendor Evaluation Criteria	
Organizational Structure & Customer Base	
Pricing Model	
Project Start Up/Implementation Process	
Training	