Creating a new UPDB data request through ERICA

1. Go to the RGE tab in ERICA.
2. Click on “Create” button (under Create New Data Request).

INTRODUCTION

3. Enter IRB number. The dropdown should list all IRBs on which you are named (PI, sub-investigator or staff).
4. UPDB Data Request Name: When naming your request it is best to use something that will remind you of what you are requesting. It is advised you do not just use a number.
5. Short description: Use this section to help the programmer know exactly what you are expecting to be returned with this request.

CONTINUE

ERICA will only show you IRB/RGE approved data elements. Complete the sections asking for specific details to help the programmer who will process this approved data set. Note: Each section with a red asterisk must be completed. If there are data elements you do not need at this time, be sure to state that.

When you are done, click on the FINISH button.

*Please note – if you are using a pop-up blocker, the FINISH button may not work. It is best to click on SUBMIT in the workspace. Please verify that the request has been submitted and is not still in “Creation” mode.

At this point, an email will go to UPDB administration, who will then assign your request to a staff contact.