

CIRBI Next-Generation Onboarding Guide

May 2026

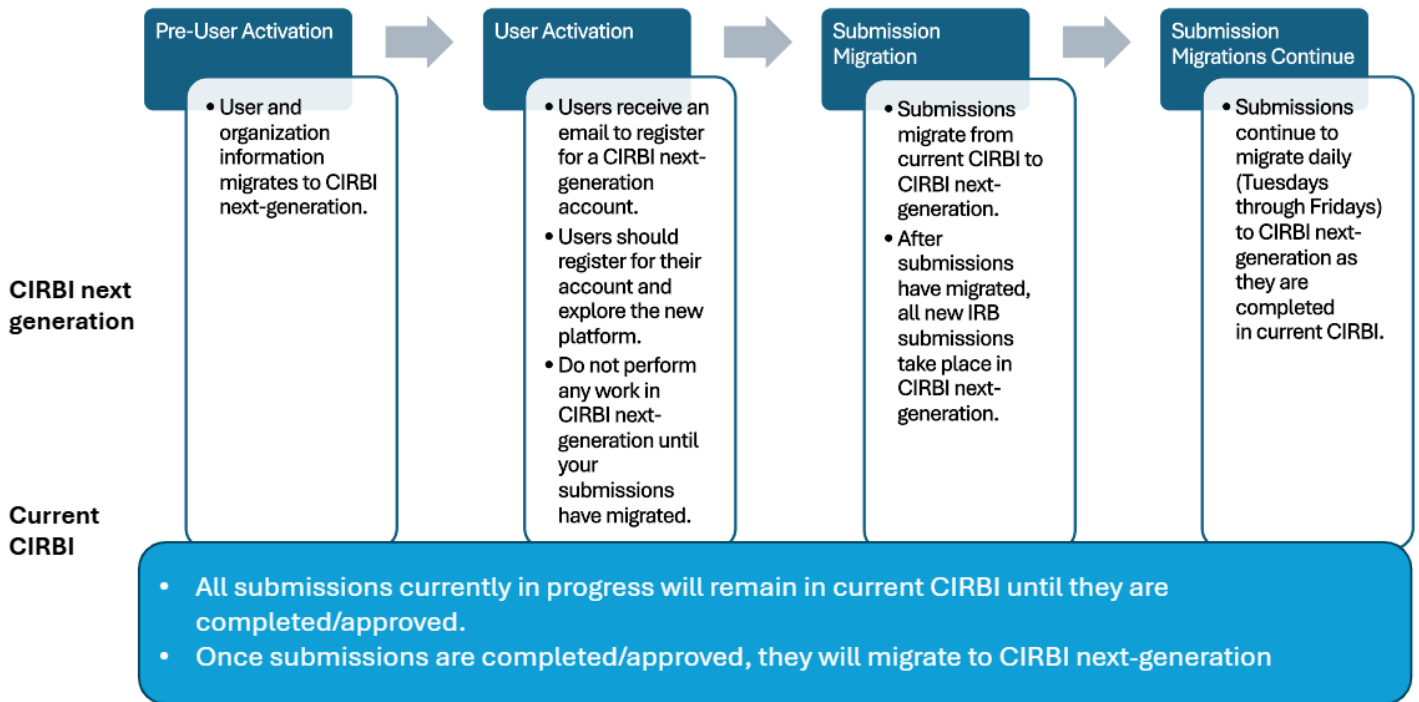
We're excited to guide you through your transition from the current CIRBI platform to the new and refreshed CIRBI next-generation! CIRBI next-generation brings significant enhancements to performance, usability, and scalability, while preserving the data and workflows you rely on today.

This user onboarding guide will be your go-to resource throughout the onboarding process.

How to Use This Guide

Below, you will find a week-by-week overview that details what is being migrated, when it is being migrated, and any action you should take during the process. **You will receive emails from notices@advarra.com with specific dates and details closer to your transition.**

Overview



Pre-User Activation

Data Migration begins

- Your organization and user information will begin migrating to the CIRBI next-generation platform after close of business the Friday of this week.
- Any changes made to this information in the current CIRBI platform after close of business on Friday will not carry over to CIRBI next-generation.

User Activation

Register for your CIRBI next-generation account

This week, you will receive an email invitation from no-reply@advarracloud.com with a link to set up your CIRBI next-generation account. After setting up a security question, agreeing to Terms and Conditions, and creating a password, you will be successfully set up to log in and explore the new platform.

At this point in the migration process, please note:

- Once you are logged in, you will be able to access CIRBI Next-Generation Onboarding Resources and Documentation, explore the system, and review your user information to ensure it is correct.
- Do not perform any work in CIRBI next-generation until your submissions have migrated to the new platform.
- You should continue working in the current CIRBI platform for all existing studies.
- Any future study or site-level submissions for existing protocols must be done in the current CIRBI platform as these studies have not migrated to the new platform yet.

Please contact support-CIRBI@advarra.com if you experience issues activating your account or logging in.

Submission Migration

Submission Migration begins

- Your completed studies (including completed documents and submissions) will migrate to the new CIRBI platform.
- Submissions will continue to migrate from current CIRBI to CIRBI next-generation daily (Tuesdays through Fridays) as they are completed in the current CIRBI platform.

Completed submissions have migrated. New submissions now take place in the CIRBI next-generation platform.

- Starting this week, **all new IRB submissions are performed in the CIRBI next-generation platform.**
- Migrated studies will populate in the My Studies tab of your dashboard.
- If you had any active items in the current CIRBI platform at the time of study migration, those items should be completed in the current CIRBI platform and will be migrated to the next-generation platform during daily migration window.

Submission Migrations continue

Studies continue to migrate to the CIRBI next-generation platform as they are completed in current CIRBI.