

eIRB User Manual for Department Reviewers





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eIRB Access

The website is available via any Internet connection anytime with a supported browser.

http://eirb.rutgers.edu

Getting Help

If you have problems, need help, or have questions about the eIRB please contact your local IRB office.

Log-in to eIRB

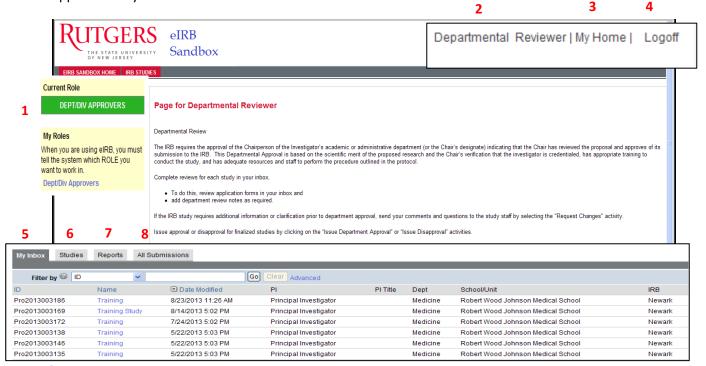
You can log into the eIRB website using your *Rutgers NetID* username and password.

Login
Login as
User Name:
Password:
Login
After signing into this site, you are bound by the terms and conditions set forth when you received your account.



Personal Folder

Your eIRB experience is personalized allowing you access to all of the studies you are working on or reviewing. When you log into eIRB you are taken to your person folder, which displays links to items applicable to you.



Left Navigation Bar

1. My Roles allows you to select between user roles if you have more than one. Select the correct role as each role has its own inbox. Your role determines your access level or what you are able to view/edit.

Top Navigation Bar

- 2. Your *Name* allows you to change personal information.
- 3. My Home is the default user page which always returns you to this page view.
- 4. Logoff ends your session and logs you out of the system.

Tabbed Area

5. The *Inbox* tab displays all studies you are a part of that require some task to be completed by the reviewer.

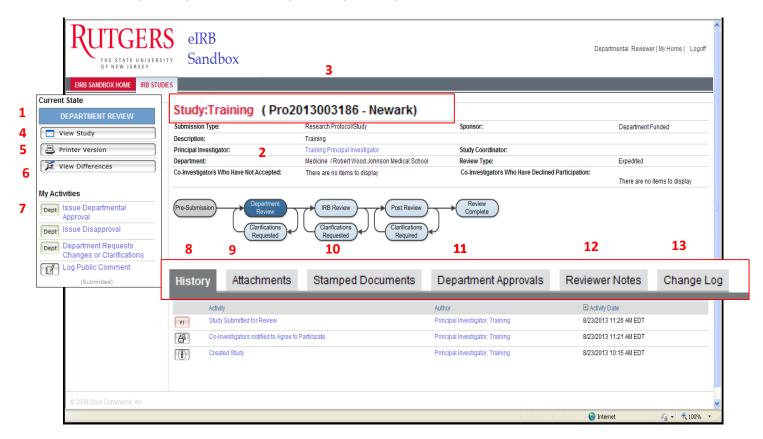


- 6. The *Studies* tab allows you to search through all respective IRB studies that you are a part of, regardless of where the study is in the submission and review process.
- 7. The *Reports* tab contains a list of every study approved in the Department and a report of expired studies.
- 8. The *All Submissions* tab lists new studies, continuing reviews, modifications, and reportable events you are listed on, but do not require your attention



The Study Workspace

Every study created in the eIRB system is assigned a folder or workspace. When you click on a study to view it from your 'My Inbox', the study's workspace is opened.



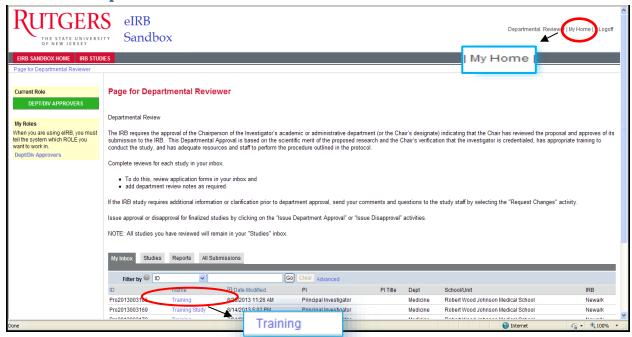
The workspace displays important information about the study and contains links to help navigate to any information contained in the study.

- 1. The *current state* displays the progress of this study in the review process.
- 2. The panel displays summary information about the study. The amount of information will change depending on the study's progress through the review process.
- 3. The IRB number for the study.
- 4. The View Study icon will open the application smart forms.
- 5. The *Printer Version* icon will open all of the relevant smart form screens in one easy to print window.
- 6. View Differences allows you to view changes made to the original submission.



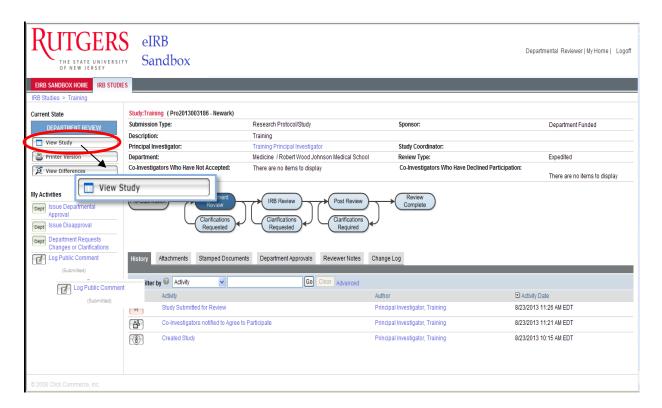
- 7. *My Activities* lists all of the available actions you can perform on the study. Click on them and complete the opened screen to perform the action.
- 8. The *History* tab records all actions performed on the study. Each action is recorded with the date, time, and person performing the action. You may click on the name of the activity to see the system details.
- 9. The Attachments tab contains all documents for a study.
- 10. The Stamped Documents tab lists documents attached to this study and have been approved.
- 11. The *Department Approvals* tab lists the department that approved the study.
- 12. The Reviewer Notes tab lists notes left by the reviewer.
- 13. The Change Log tab lists all changes made to a submission.

How to Complete Your Review



- To View your Task list, click the 'My Home' link in the top navigation bar.
- Under the 'My Inbox' tab, select the name of the study to open the link to the 'Study Workspace'.

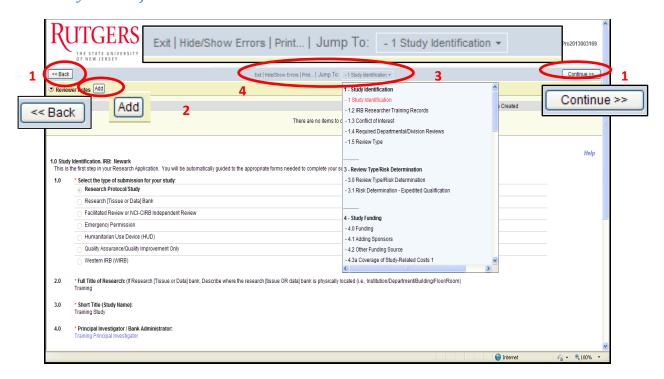




- Review the study by selecting the 'View Study' button on the left navigation pane.
- The study submission will open in a smart form application view.
- If you want to communicate with the study team, you can add comments to the specific smart-form pages.



Study Smart form view:



From this view, you may:

- 1. Navigate using the 'Back' or 'Continue' button
- 2. Add, edit, and delete reviewer notes
- 3. Use the 'Jump To' menu to select the specific page you wish to see (the name of the page is the link, to the text, 'Jump To')
- 4. 'Exit' to return to the study workspace



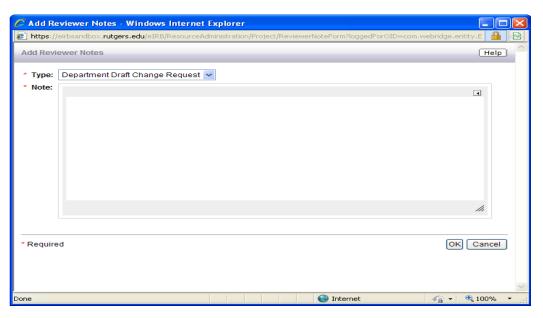
Adding Reviewer Notes

Reviewer notes are added to each page where the designated reviewer wishes to make comments.

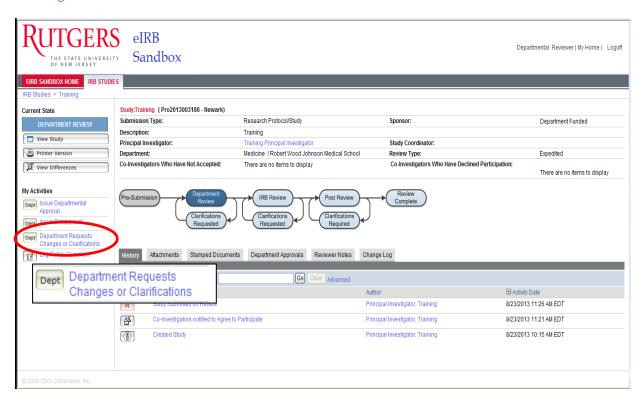


- To add Reviewer Notes, select 'Add'.
- A new window will open where you will add your comments about the section in question. Click 'OK' after you write your note or 'Cancel' to cancel the activity.



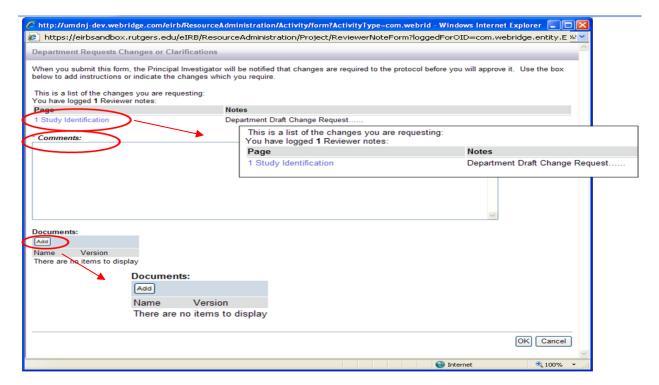


Adding Additional Reviewer Notes





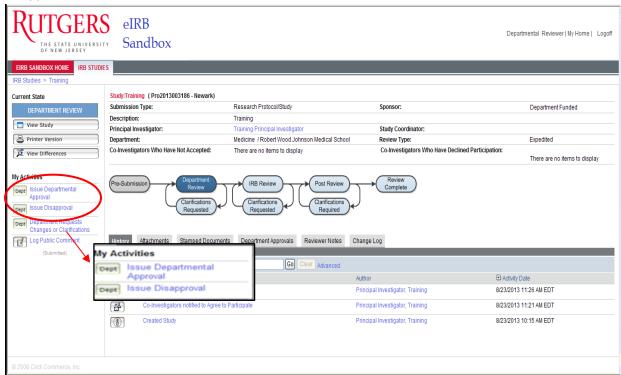
- Reviewer Notes can also be added from the 'Study Workspace' page by selecting the button Department Requested Changes or Clarifications in addition to the previous example.
- A new window will appear, allowing you to make general comments to the submission.
- It will list all reviewer notes that were logged in the smart form application.
- In addition, you can attach any relevant documents.





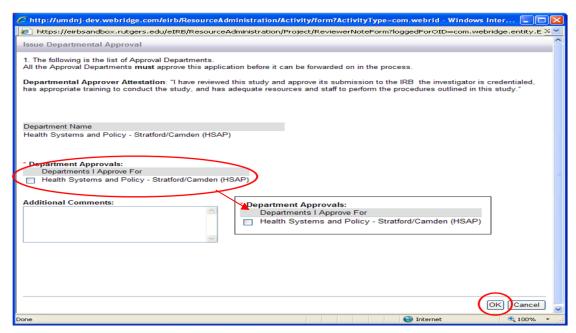
Issuing Approval or Disapproval

When are you finished with your review, and all changes requested are met, you can approve or disapprove the submission.



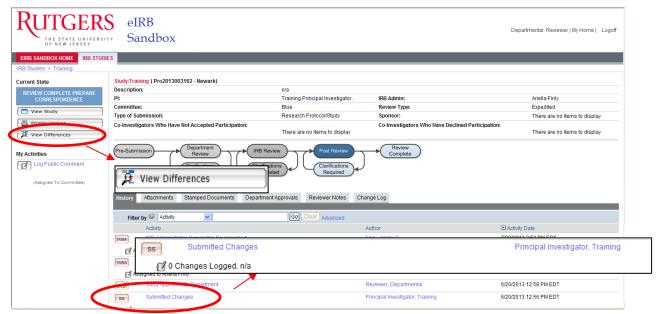
- A new window will open with either selection of 'approval' or 'disapproval'.
- In the approval window, check the box next to your department
- Enter any general comments and select 'OK' to submit.





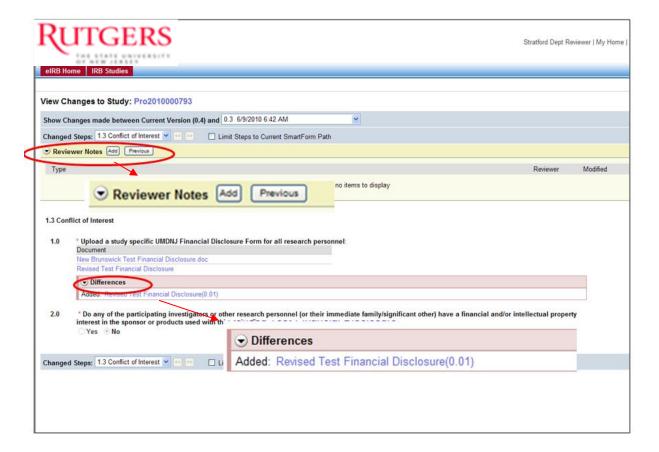
The activity adds a 'Study Approved by Department' entry to the History tab and removes the study from your task list.

Viewing Changes



- Once Changes have been made by the study staff, a 'Submitted Changes' activity will be entered under the History tab.
- You can view these changes by selecting the 'View Differences' button located on the left navigation pane.





- All differences will be listed under the 'Differences' heading.
- Reviewers can add any additional notes in the same manner as previous examples by selecting 'Add'.
- Return to the 'Study Workspace' by selecting 'Close'.
- You can submit your 'Approval', 'Disapproval', or request additional changes in the 'Study Workspace'.

Contact Us

https://orra.rutgers.edu/contactus