

# **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.

The screenshot shows the Rutgers eIRB Sandbox interface. At the top, there is a header with the Rutgers logo and 'eIRB Sandbox' text. To the right of the header is a navigation bar with links: 'Departmental Reviewer | My Home | Logoff'. Below the header, there is a left navigation bar with a 'Current Role' section containing a 'DEPT/DIV APPROVERS' button (labeled 1) and a 'My Roles' section with a description and a 'Dept/Div Approvers' link. The main content area is titled 'Page for Departmental Reviewer' and contains instructions for the Departmental Review process, including a list of tasks: 'To do this, review application forms in your inbox and add department review notes as required.' and 'If the IRB study requires additional information or clarification prior to department approval, send your comments and questions to the study staff by selecting the "Request Changes" activity.' Below the main content area is a tabbed area with tabs for 'My Inbox', 'Studies', 'Reports', and 'All Submissions'. The 'My Inbox' tab is active, displaying a table of studies. The table has columns for ID, Name, Date Modified, PI, PI Title, Dept, School/Unit, and IRB. The table contains six rows of study data.

ID	Name	Date Modified	PI	PI Title	Dept	School/Unit	IRB
Pro2013003186	Training	8/23/2013 11:26 AM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark
Pro2013003169	Training Study	8/14/2013 5:02 PM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark
Pro2013003172	Training	7/24/2013 5:02 PM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark
Pro2013003138	Training	5/22/2013 5:03 PM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark
Pro2013003146	Training	5/22/2013 5:03 PM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark
Pro2013003135	Training	5/22/2013 5:03 PM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark

### 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.

**Current State**

**DEPARTMENT REVIEW**

- View Study
- Printer Version
- View Differences

**My Activities**

- Dept Issue Departmental Approval
- Dept Issue Disapproval
- Dept Department Requests Changes or Clarifications
- Log Public Comment

(Submitted)

**Study: Training ( Pro2013003186 - Newark)**

Submission Type: Research Protocol/Study Sponsor: Department Funded

Description: Training

Principal Investigator: Training Principal Investigator Study Coordinator:

Department: Medicine / Robert Wood Johnson Medical School Review Type: Expedited

Co-Investigators Who Have Not Accepted: There are no items to display Co-Investigators Who Have Declined Participation: There are no items to display

Pre-Submission → Department Review → IRB Review → Post Review → Review Complete

Clarifications Requested → Clarifications Requested → Clarifications Required

**History** Attachments Stamped Documents Department Approvals Reviewer Notes Change Log

Activity	Author	Activity Date
Study Submitted for Review	Principal Investigator, Training	8/23/2013 11:26 AM EDT
Co-Investigators notified to Agree to Participate	Principal Investigator, Training	8/23/2013 11:21 AM EDT
Created Study	Principal Investigator, Training	8/23/2013 10:15 AM EDT

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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

The screenshot shows the Rutgers eIRB Sandbox interface. At the top, the Rutgers logo and 'eIRB Sandbox' are visible. The navigation bar includes 'My Home' (highlighted with a blue box) and 'Logoff'. The main content area is titled 'Page for Departmental Reviewer' and includes instructions for reviewing studies. A table at the bottom lists studies, with the first row 'Pro2013003159 Training' circled in red. A blue box labeled 'Training' points to the 'Training Study' link in the table.

ID	Name	Date Modified	PI	PI Title	Dept	School/Unit	IRB
Pro2013003159	Training	8/28/2013 11:26 AM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark
Pro2013003169	Training Study	8/14/2013 5:02 PM	Principal Investigator		Medicine	Robert Wood Johnson Medical School	Newark

- 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'.

The screenshot shows the Rutgers eIRB Sandbox interface. The top header includes the Rutgers logo and 'eIRB Sandbox'. The user is logged in as 'Departmental Reviewer | My Home | Logout'. The main navigation bar has 'EIRB SANDBOX HOME' and 'IRB STUDIES'. The 'IRB STUDIES' section is active, showing 'IRB Studies > Training'. On the left, the 'Current State' section has a 'DEPARTMENT REVIEW' tab, with the 'View Study' button highlighted by a red circle and an arrow. Below this is a 'My Activities' section with a list of tasks: 'Issue Departmental Approval', 'Issue Disapproval', 'Department Requests Changes or Clarifications', and 'Log Public Comment'. The main content area displays 'Study: Training (Pro2013003186 - Newark)' with details like 'Submission Type: Research Protocol/Study', 'Sponsor: Department Funded', 'Description: Training', 'Principal Investigator: Training Principal Investigator', 'Department: Medicine / Robert Wood Johnson Medical School', 'Review Type: Expedited', and 'Co-Investigators Who Have Not Accepted: There are no items to display'. A flowchart shows the review process: 'Study Submitted' -> 'IRB Review' -> 'Post Review' -> 'Review Complete', with 'Clarifications Requested' loops between 'IRB Review' and 'Post Review'. Below the flowchart are tabs for 'History', 'Attachments', 'Stamped Documents', 'Department Approvals', 'Reviewer Notes', and 'Change Log'. The 'History' tab is active, showing a list of activities with columns for 'Activity', 'Author', and 'Activity Date'.

Activity	Author	Activity Date
Study Submitted for Review	Principal Investigator, Training	8/23/2013 11:26 AM EDT
Co-Investigators notified to Agree to Participate	Principal Investigator, Training	8/23/2013 11:21 AM EDT
Created Study	Principal Investigator, Training	8/23/2013 10:15 AM EDT

- 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:*

The screenshot shows the Rutgers Study Smart form interface. At the top, there is a navigation bar with the Rutgers logo, a menu bar (Exit | Hide/Show Errors | Print... | Jump To: - 1 Study Identification), and a user ID (Pro2013003169). Below the navigation bar, there are several buttons: '<< Back' (labeled 1), 'Add' (labeled 2), 'Continue >>' (labeled 1), and a 'Jump To' dropdown menu (labeled 3). The main content area is divided into sections. Section 1.0 'Study Identification, IRB: Newark' contains a list of submission types with radio buttons. Section 2.0 'Full Title of Research' is for describing the research location. Section 3.0 'Short Title (Study Name)' is for the study name. Section 4.0 'Principal Investigator / Bank Administrator' is for the investigator's name. A sidebar on the right lists the form sections: 1 - Study Identification, 2 - IRB Researcher Training Records, 3 - Review Type/Risk Determination, and 4 - Study Funding. The bottom of the screen shows a browser status bar with 'Internet' and a 100% zoom level.

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.

The screenshot displays the Rutgers eIRB Sandbox interface. At the top, the Rutgers logo and 'eIRB Sandbox' text are visible, along with a 'View: Study - Pro2013003169' link. A navigation bar includes '<< Back', 'Exit | Hide/Show Errors | Print... | Jump To: -1 Study Identification', and 'Continue >>'. Below this, a 'Reviewer Notes' section is highlighted with a red circle and an arrow pointing to an 'Add' button. The section contains a table with columns 'Type', 'Reviewer', 'Date Created', and 'Date Modified', and a message 'There are no items to display'. Below the table, a 'Reviewer Notes' button with an 'Add' sub-button is shown. The main content area contains a form with sections: '1.0 Study Identification, IRB: Newark' (with a description), '1.0 \* Select the type of submission for your study:' (with radio button options: Research Protocol/Study, Research (Tissue or Data) Bank, Facilitated Review or NCI-CIRB Independent Review, Emergency Permission, Humanitarian Use Device (HUD), Quality Assurance/Quality Improvement Only, Western IRB (WIRB)), '2.0 \* Full Title of Research: (If Research [Tissue or Data] bank, Describe where the research [tissue OR data] bank is physically located (i.e., Institution/Department/Building/Floor/Room) Training', '3.0 \* Short Title (Study Name): Training Study', and '4.0 \* Principal Investigator / Bank Administrator: Training Principal Investigator'.

- **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*

**My Activities**

- Dept Issue Departmental Approval
- Dept Issue Departmental Approval
- Dept Department Requests Changes or Clarifications**

**History** | Attachments | Stamped Documents | Department Approvals | Reviewer Notes | Change Log

Activity	Author	Activity Date
Study Submitted for Review	Principal Investigator, Training	8/23/2013 11:26 AM EDT
Co-Investigators notified to Agree to Participate	Principal Investigator, Training	8/23/2013 11:21 AM EDT
Created Study	Principal Investigator, Training	8/23/2013 10:15 AM EDT

- 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.

http://umdnj-dev.webbridge.com/eirb/ResourceAdministration/Activity/form?ActivityType=com.webrid : Windows Internet Explorer

https://eirbsandbox.rutgers.edu/eIRB/ResourceAdministration/Project/ReviewerNoteForm?loggedForOID=com.webbridge.entity.E

### Department Requests Changes or Clarifications

When you submit this form, the Principal Investigator will be notified that changes are required to the protocol before you will approve it. Use the box below to add instructions or indicate the changes which you require.

This is a list of the changes you are requesting:  
You have logged 1 Reviewer notes:

Page	Notes
1 Study Identification	Department Draft Change Request.....

**Comments:**

**Documents:**

Add

Name	Version
There are no items to display	

**Documents:**

Add

Name	Version
There are no items to display	

OK Cancel

Internet 100%

## Issuing Approval or Disapproval

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

**RUTGERS** eIRB Sandbox  
Departmental Reviewer | My Home | Logoff

**IRB SANDBOX HOME** **IRB STUDIES**

IRB Studies > Training

**Current State**

**DEPARTMENT REVIEW**

[View Study](#)

[Printer Version](#)

[View Differences](#)

**My Activities**

[Issue Departmental Approval](#)

[Issue Disapproval](#)

[Department Requests Changes or Clarifications](#)

[Log Public Comment](#) (Submitted)

**Study: Training (Pro2013003186 - Newark)**

<b>Submission Type:</b>	Research Protocol/Study	<b>Sponsor:</b>	Department Funded
<b>Description:</b>	Training	<b>Study Coordinator:</b>	
<b>Principal Investigator:</b>	Training Principal Investigator	<b>Review Type:</b>	Expedited
<b>Department:</b>	Medicine / Robert Wood Johnson Medical School	<b>Co-Investigators Who Have Declined Participation:</b>	There are no items to display
<b>Co-Investigators Who Have Not Accepted:</b>	There are no items to display		

**Workflow:** Pre-Submission → Department Review → IRB Review → Post Review → Review Complete

**History** **Attachments** **Stamped Documents** **Department Approvals** **Reviewer Notes** **Change Log**

**My Activities**

Author	Activity Date
Principal Investigator, Training	8/23/2013 11:26 AM EDT
Principal Investigator, Training	8/23/2013 11:21 AM EDT
Principal Investigator, Training	8/23/2013 10:15 AM EDT

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- 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.

**RUTGERS**  
THE STATE UNIVERSITY  
OF NEW JERSEY

Stratford Dept Reviewer | My Home |

**eIRB Home** **IRB Studies**

**View Changes to Study: Pro2010000793**

Show Changes made between Current Version (0.4) and 0.3 6/9/2010 6:42 AM

Changed Steps: 1.3 Conflict of Interest << >> ☐ Limit Steps to Current SmartForm Path

**Reviewer Notes** Add Previous

Type	Reviewer	Modified
no items to display		

**1.3 Conflict of Interest**

1.0 \* Upload a study specific UMDNJ Financial Disclosure Form for all research personnel:  
Document  
New Brunswick Test Financial Disclosure.doc  
Revised Test Financial Disclosure

**Differences**

Added: Revised Test Financial Disclosure(0.01)

2.0 \* Do any of the participating investigators or other research personnel (or their immediate family/significant other) have a financial and/or intellectual property interest in the sponsor or products used with th  
☐ Yes ☐ No

**Differences**

Added: Revised Test Financial Disclosure(0.01)

Changed Steps: 1.3 Conflict of Interest << >> ☐ Limit Steps to Current SmartForm Path

- 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>