

# How to Get the Most Out of the Virtual IRB Office Hours Consultation with DRAFT Services



**RUTGERS**  
Office for Research



## BEFORE YOU LOG ON:

- Zoom is continuously updating. Prior to joining the office hour session, make sure that you are able to log on. For your reference, the zoom information is:

<https://rutgers.zoom.us/j/92562852900?pwd=V2thbEZ1NVVxMXBvdIpUaWloUE1MZz09>

- Passcode: 133269

- If you are joining with other investigators, log on at the same time. Research teams will enter the office hour queue once all attending members are present.
- To get the most of your 10 minute session, prepare a list of questions ahead of time.

## AFTER YOU LOG ON:

- Once admitted into the session, you will be placed into the waiting room. Wait times vary and investigators are seen on a first come, first served basis.
- When you are moved into the main room, we will ask if there are any other members of your team attending office hours; if so, we will make sure that you are grouped together. Please note, your spot in the queue will be reserved once all members have logged onto Zoom.
- When a DRAFT member is available, you will be assigned to a breakout room for your 10 minute consultation.

Any questions, please feel free to email us at [IRBDRAFTservices@research.rutgers.edu](mailto:IRBDRAFTservices@research.rutgers.edu).