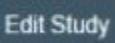
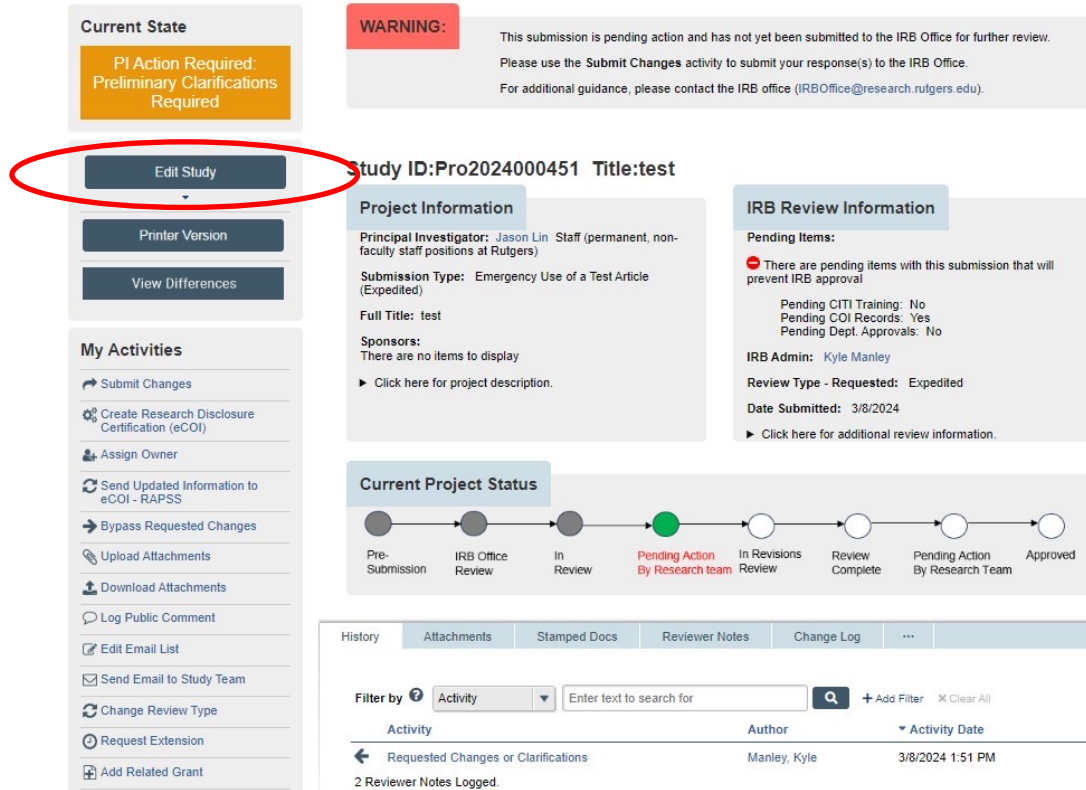


EIRB+ Application Guide

Responding to IRB Requests

- When a submission is returned to the study team for Clarifications, access reviewer notes by clicking  from the Study Workspace.



Current State

PI Action Required: Preliminary Clarifications Required

WARNING: This submission is pending action and has not yet been submitted to the IRB Office for further review. Please use the **Submit Changes** activity to submit your response(s) to the IRB Office. For additional guidance, please contact the IRB office (IRBOffice@research.rutgers.edu).

Study ID: Pro2024000451 Title: test

Project Information

Principal Investigator: Jason Lin Staff (permanent, non-faculty staff positions at Rutgers)

Submission Type: Emergency Use of a Test Article (Expedited)

Full Title: test

Sponsors: There are no items to display

► Click here for project description.

IRB Review Information

Pending Items:

- There are pending items with this submission that will prevent IRB approval.
- Pending CITI Training: No
- Pending COI Records: Yes
- Pending Dept. Approvals: No

IRB Admin: Kyle Manley

Review Type - Requested: Expedited

Date Submitted: 3/8/2024

► Click here for additional review information.

Current Project Status



Pre-Submission → IRB Office Review → In Review → Pending Action By Research team → In Revisions Review → Review Complete → Pending Action By Research Team → Approved

History

Activity	Author	Activity Date
Requested Changes or Clarifications	Manley, Kyle	3/8/2024 1:51 PM

2 Reviewer Notes Logged.

Edit Study

- IRB Requests are indicated by the following symbol: 
- IRB Requests that require a typed response: 

- In the workspace, the IRB Request symbol appears in the left navigation bar and in the Study Workspace. Clicking the symbol in the navigation bar will ONLY bring you to that section on the main page.

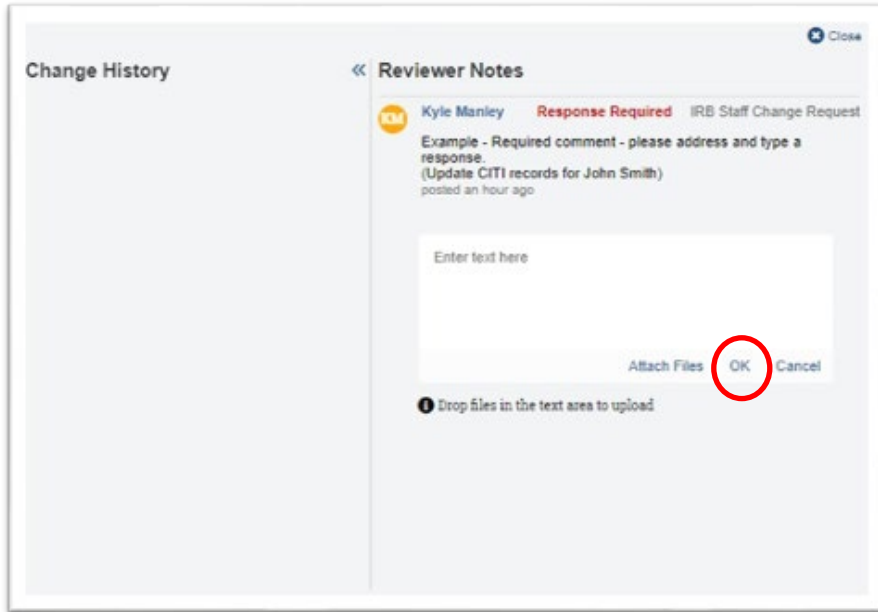
The screenshot shows the eIRB+ application interface. On the left is a navigation bar with sections: 1 - General Information, 10 - Attachments and Additional Supporting Information, and Final Page. The '1.0 General Project Information' section is highlighted in orange and contains an IRB Request symbol (a circle with an 'i'). A red arrow points from this symbol to a similar symbol in the '5.0 Co-Investigators' section of the main form. The main form contains sections 3.0 through 7.0, including fields for Principal Investigator, Study Coordinator, and Co-Investigators. At the bottom right are buttons for Exit, Save, and Continue.


- CLICK the IRB Request symbol within the eIRB+ application to view the note:

This screenshot shows the same eIRB+ application workspace as the previous one, but with a 'Reviewer Notes' modal window open. The modal window displays a note from Kyle Manley, dated 'posted an hour ago', with the subject 'Response Required - IRB Staff Change Request'. The note text reads: 'Example - Required comment - please address and type a response. (Update CITI records for John Smith)'. The 'Co-Investigators' section in the background is circled in red, and the IRB Request symbol in that section is also circled in red.



- **CLICK** 'Reply' to type a response,
- **CLICK** 'OK' to post/save the response.



- Once all IRB Requests have been addressed, **RESUBMIT** by returning to the Study Workspace and **CLICKING**  **Submit Changes** under 'My Activities.'



- A final window will open:



- Once completed, the Study Workspace will reflect that the study is in IRB Office Review and that the changes were submitted.

Study ID: Pro2024000451 Title: test

Project Information

Principal Investigator: Jason Lin Staff (permanent, non-faculty staff positions at Rutgers)

Submission Type: Emergency Use of a Test Article (Expedited)

Full Title: test

Sponsors:
There are no items to display

▶ [Click here for project description.](#)

Current Project Status

Pre-Submission → IRB Office Review → In Review → Pending Action By Research Te

[PI Action Required - Workspace after successful re-submission.j](#)

History Attachments Stamped Docs Reviewer

Filter by ? Activity

Activity

Submitted Changes

6 Changes Entered none

Tips and Suggestions

- If the IRB requests a new document or that a document is revised, DO NOT only upload the requested document in the IRB Request pop-up box. All documents should be **UPLOADED** to section 10.0 Attachments of the eIRB+ application.

Specifically, when the IRB requests that a document is revised, upload two versions: a ‘tracked’ and a ‘clean’ version.

A ‘tracked’ document is a version where the track changes feature in Microsoft Word is turned on ([Microsoft Instructions for turning on this feature](#)). A ‘tracked’ version facilitates the IRB review and re-review process because it enables the IRB to easily identify the updates made to address the IRB’s requests.

A ‘clean’ document is a version where all tracked changes have been accepted.

Required attachments for this submission.

1.0

*** Consent Documents:**

Name	Version Number	First Name	Last Name
There are no items to display			

*** Recruitment Materials/Data Collection Tools** (flyers, brochures, advertisements, study tools, etc.):

Name	Version Number	First Name	Last Name
There are no items to display			

*** Grant:**

Name	Version Number	First Name	Last Name
There are no items to display			

Site Approvals (Domestic/International Site approval):

Name	Version Number	First Name	Last Name
There are no items to display			

Other Supporting Documents (e.g., OCRA confirmation):

Name	Version Number	First Name	Last Name
There are no items to display			

2.0 Please include any additional information that was not provided in this application.

- If you receive an error message when resubmitting, you most likely have not addressed all required IRB Requests. The Error/Warning Message will indicate which section(s) have an IRB Request that needs a response.

No Title - Google Chrome

test-eirb.rutgers.edu/eIRB/sd/ResourceAdministration/Project/ValidateProject?ActivityType=com.webridge.entity.Entity%5BBOID%5B31C6BD4E9C321C42B293A89C79...

Error/Warning Messages

Message	Field Name	Jump To
Reviewer Note [Author: Kyle Manley - Example - Required comment - please address and type a response. (Update CITI records for John Smith...)]	Study Staff - Co-Investigators	1.0 General Project Information
Reviewer Note [Author: Kyle Manley - Example: Please attach OCRA confirmation]	Supporting Documents	10.0 Attachments