

eIRB+ Quick Reference Guide for Researchers

Logging In

How to log in to the eIRB system

1. Go to eirb.rutgers.edu
2. Enter your NetID Username: and Password.
3. Click Log In to enter the site.

Your Personal Workspace

Your *Personal Workspace*, otherwise known as 'My Dashboard', displays all the eIRB study submissions associated to you. If you are not already at your home page click *My Dashboard* at the top of your screen.

The Study Workspace

When you open an existing application, modification, or continuing review from your Personal Workspace, you will be taken to the *Study Workspace*. The *Study Workspace* is the area where all activities associated with the study will be performed.

Creating a New Application

Applications for new projects must be submitted by the Principal Investigator (PI). Co-Investigators (co-Is) or Other Research Staff may create and complete, but they cannot submit applications.

1. Click the *Create New Study* button to initiate a new IRB Submission.
2. Begin by filling out the first page of an application.
3. Click *Continue* to advance to the next page of the application.
4. When you are finished, click *Save* to save your changes and then *Exit* to exit the application form and return to the Study.

Printing an Application

The printer version of the study includes only the required application sections. Detailed information is printed at the end of the document.

1. Navigate to the *Study Workspace*.
2. Click the *Printer Version* button OR you can open the study application and click the Print button at the top of the screen to print specific pages of the application.
3. Click Print to open the Print dialog box.
4. Select a printer and click Print.

Adding Study Team Members to a New Application

1. Go to section 1.0 of the eIRB+ application.
2. Click the *Select (...)* or *Add* button to be add Principal Investigators, Study Coordinators, Co-Investigators, and other team members.
3. Filter the list to find the team member you want to add.
4. Select the team member to be added by putting a checkmark in the box to the left of the name.
5. Click *OK*.

How to Add Study Team Members Not Found in the List

If study team members do not appear in the list it is likely they have not activated their eIRB profile. Please ask the person to login to eIRB+ to activate their eIRB profile. If they are still not on the list, please contact the IRB office (IRBOffice@research.rutgers.edu).

Uploading Documents

How to upload documents to your application

1. Click the *Add* button and a new window will appear.
2. Enter a Title for the document you are uploading (it is recommended to name the document as what it is and include a version number and version date - For *example*: Adult Consent v1 01.01.2001)
3. Click *Choose File* and select the file you want to attach.
4. Click *Open*.
5. Click *OK*.

Editing and Deleting Study Documents Already Uploaded

Note: Deleting documents cannot be done by the research team; however, you can override the previous document with a new document.

1. Download the document onto your computer or network drive (clicking on the document should open it for downloading or will automatically download the document.)
2. Make the necessary changes.
3. Save the document.
4. Back in the eIRB application, Click the *Select (...)* beside the name of the currently uploaded document.
5. Select *Upload Revision*.
6. Enter a revised title for the document you are uploading
7. Click *Choose File* and select the file you want to attach.
8. Click *Open*.
9. Click *OK*.

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Submitting an Application

The *Submit Study* activity can only be performed by the PI and is performed from the *Study Workspace*.

1. From the Study Workspace, click *Submit Study* from the left *My Activities* menu.
2. Complete all questions in the *Submit Study* window.
3. Click *OK* at the bottom of the *Submit Study* window. (Note: if there are incomplete sections of the application, they will appear on the screen. You will need to go to each section to correct the errors and repeat the *Submit Study* activity again.)

After submission, the study team will not have access to edit the application unless it is returned to the research team by the IRB staff.

Viewing Reviewer Concerns

When IRB Administrator or Committee concerns are sent to the study team, the application will be returned to the *My Dashboard* section under the *Inbox* tab of all study team members. Click on the tile with an indication of a *Pending Action* to access the document. An e-mail will also be sent to study team members alerting them that concerns need to be addressed.

1. Go to *My Dashboard* section of eIRB and select the *Inbox* tab.
2. Tiles will show how many applications are *Pending Action*.
3. Click on the tile to see a list of *Pending Items Requiring Action*.
4. A list of submissions requiring action will appear, select the study ID to open the *Study Workspace*.
5. Click the Reviewer Notes tab to see what concerns have been added.
6. The reviewer notes tab will have hyperlinks to take you directly to the sections that require your action.

Responding to Reviewer Comments

1. After reviewing the reviewer notes, make the requested changes or provide the additional information as requested.
2. Once the changes have been made in the application, use the *Click here to respond* link for each reviewer note to summarize your response to the reviewer.
3. Click *OK*.

4. When finished, *Save and Exit* the application form and return to the *Study Workspace*.
5. Click the *Submit Changes* button to return the application to the reviewer.

Create and Submit a Modification

Modifications can be submitted for approved active studies only. Only one modification can be in process at a time for each study.

1. Navigate to the Study Workspace of the approved active study.
2. Click *Create Modification* button on the left to start a new modification submission.
3. Complete the required information on each page of the *Modification Request* form.
4. When you reach the Summary of Changes and Next Steps Screen, click the *Smart Form link*.
5. Click *Continue*.
6. Make changes to the application.
6. Click *Save & Exit* to return to the Modification Workspace.
7. After modifying the study, click the *Submit Modification* from the left *My Activities* menu.
8. Click *OK*.

After submission, the study team will not have access to edit the application unless it is returned to the research team by the IRB staff.

Submitting a Continuing Review

Study team members will receive an e-mail reminder that their application will expire 90, 60 and 30 days before the study expiration date. Continuing review applications (including Progress Reports and Final Reports) should be submitted at least twenty-one days before the approval is to expire.

1. Navigate to the Study workspace of the approved active study.
2. Click the *Create Continuation* button on the left to start a new continuing review submission (including new progress report and new final report.)
3. Complete the required information on each page of the application.
4. Click *Finish* at the end of the application.
5. Click *Submit Continuation* from the left *My Activities* menu.
6. Click *OK*.