

eIRB+ My Dashboard Quick Guide

The screenshot shows the eIRB+ My Dashboard interface. At the top, there is a navigation bar with tabs: My Dashboard (highlighted), Home, Committees, IRB Studies, and User Profiles. The main content area is divided into several sections:

- 1. My Dashboard Inbox:** A box containing the title "My Dashboard" and a description: "Your dashboard consists of items requiring action. Items will only appear in your dashboard when they are specifically waiting for your response, clarification or submission. Guidance: Human Research Protection Program (HRPP) Toolkit | Rutgers Research".
- 2. Pending Items Requiring Action:** A section with the heading "Pending Items Requiring Action:" and a sub-heading "Items appearing below require your immediate attention. Click on the tiles below to display information:". It contains five bubbles: "Initial Submissions Pending Action" (3), "Expired Submissions" (0), "Mod Requests Pending Action" (0), "CR Pending Action" (0), and "RE Pending Action by Study Team" (0).
- 3. Upcoming Expiration Dates:** A section with the heading "Upcoming Expiration Dates" and a sub-heading "The following will list all studies whose IRB approval will either expire within 90 days or have already expired." It includes a search bar and a "Click here for more information" link.
- 4. Create New Study:** A button labeled "Create New Study" with the text "Initiate a new study application by clicking on the 'Create New Study' button below:".
- 5. My Submissions:** A tab in the top navigation bar.
- 6. My Profile:** A section on the right side of the dashboard with the heading "My Profile" and a "Name" field.
- 7. Recently Viewed Projects:** A section on the right side of the dashboard with the heading "Recently Viewed Projects" and a list of three projects: "Pro2024000922: Test 4", "Pro2024000921: Test 3", and "Pro2024000920: Test 2".
- 8. Helpful Tools:** A section on the left side of the dashboard with the heading "Helpful Tools:" and a list of links: "Interactive Decision Tools", "Guidance Topics", "Consent Templates", "External IRB information", "Performance Site information", "DRAFT Services", "HRPP Quality Assurance", and "eIRB+ Quick Guides".
- 9. eIRB+ Support:** A section on the right side of the dashboard with the heading "eIRB+ Support" and contact information: "IRB Submission Help: IRBOffice@research.rutgers.edu", "IT Tech Support: eirb@research.rutgers.edu", "Virtual Office Hours" (Tuesdays, 1:00pm - 1:30pm; Thursdays, 10:00am - 10:30am), "eIRB Training Workshops: HRPP/IRB Educational Resources | Rutgers Research", and "HRPP/IRB Newsletter: Sign up for the HRPP/IRB Newsletter".

1. My Dashboard Inbox	This page contains all items that need action by the Principal Investigator (PI).
2. Pending Items	Each bubble contains the number of submissions that need action separated by submission type (New studies, modifications, continuing reviews, reportable events, and expired studies). These studies are NOT in review with the IRB and have not received approval. Click on each bubble to see the list of items.
3. Upcoming Expiration Dates	Studies that have expired or have upcoming expiration dates will be listed here. Click on a study to navigate to the workspace and create a continuing review (CR) or final report submission.
4. Create New Study	Create a new eIRB+ study application.
5. My Submissions	Select this tab to view all studies you are listed on (PI, CO-I, study coordinator, research staff) and have access to.
6. My Profile	Access your profile information by clicking on this link. You will be able to edit profile information, update institutional status and review your CITI completion status.
7. Recently Viewed Projects	A list of recently viewed studies that lets you quickly return to something you were previously working on.
8. Helpful Tools	Links to tools, templates, documents, and guides you might need for your study.
9. eIRB+ Support	For additional help contact the IRB inbox, IT tech support, visit our virtual office hours, or sign up for a workshop.