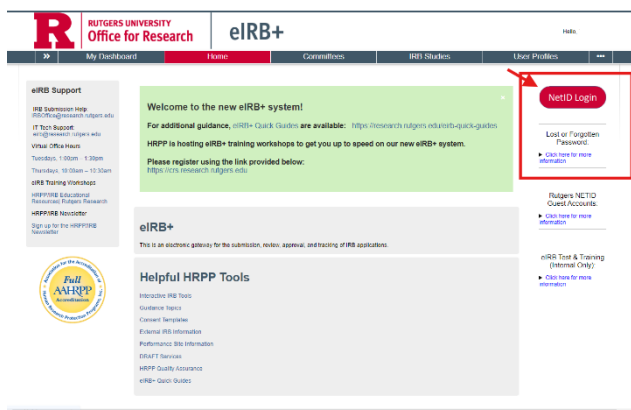


eIRB+ Application Guide

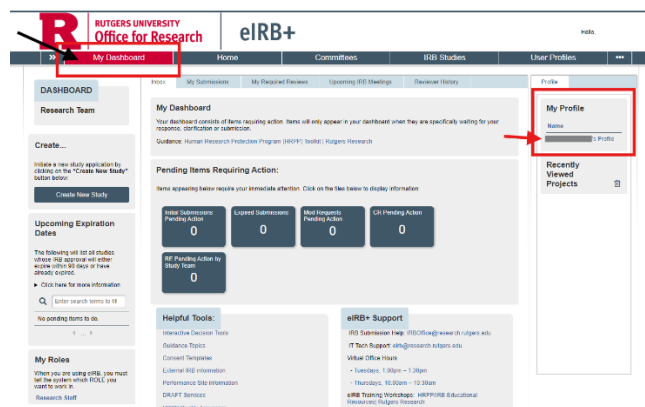
How to Update Your eIRB+ User Profile: Contact Information & Institutional Status

If you encounter difficulty, kindly contact the IRB office at irboffice@research.rutgers.edu for assistance.

Step 1: Log into eIRB+

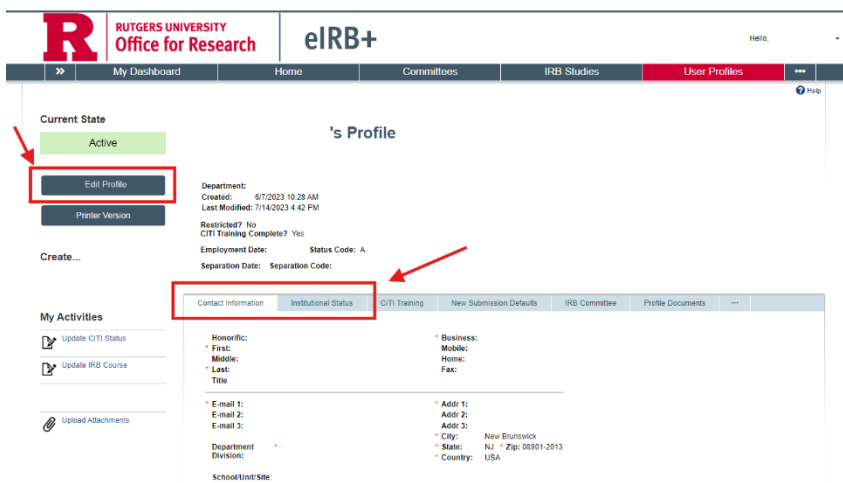


Step 2: Click on the "My Dashboard" Tab



- On the right side locate: **"My Profile"** and click on your name.
- **Note:** If either this is your first time using eIRB or you have never done this step, please review and complete your eIRB+ User profile.

Step 3: Edit your eIRB+ Profile



- Under your profile, look at the **"Contact Information"** and **"Institutional Status"** tabs in the center of the page.
- If any information is missing or incorrect, click on the **"Edit Profile"** as shown on the left.
- Under **"Edit Profile"** you can update your contact information and then add your Institutional Status. After making any edits, click on **"Save"** and exit your profile. You can return back to **"My Dashboard"** to create a new application.