

eIRB Quick Reference For Committee Reviewers

Logging In

How to log in to the eIRB system

1. Go to <https://eIRB.rutgers.edu>
2. Enter your Rutgers NetID User name and Password
3. Click Log In to enter the site.

Your Personal Workspace

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

How to Begin Your Review

1. Select the **Committee Member** Role from the My Roles section.



2. Enter the workspace of the item to be reviewed by clicking on the name link. All items waiting for your review will be located in your inbox.
3. Begin by clicking on the acknowledge review button.



***Make sure to click on [MA/PA Checklist](#) for any notes from an IRB Administrator before you begin your review (See Left Side Menu under My Activities).

Adding Review Notes

Reviewer notes are added to each page where the designated reviewer wishes to make comments. These notes will only be viewable by IRB staff who will finalize them for study staff, and other reviewers.

1. Begin by entering the smart form view of the application
Click on *View Study*



2. Navigate to the smart form section by using either the *Back*, *Continue* or *JUMP to* options.
3. To add Reviewer Notes, select 'Add'.



4. A new window will open where you will add your comments about the section in question.
5. Click 'OK' after you write your note or 'Cancel' to cancel the activity.

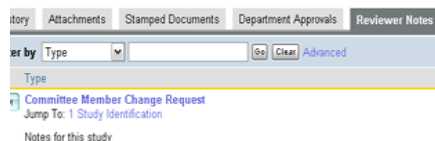
NOTE: All Notes can be viewed via the *Reviewer Notes* Tab.

View and Edit Review Notes Prior To Submission

All reviewer notes can be accessed and edited via the Reviewer Notes tab on the study workspace.

* Click on the BLUE [Committee Member Change Request](#) link to update your notes.

* Click on the 'Jump to' link to navigate to the smart form page



View Attachments Related to Application

All attachments submitted with the application are available through:

1. Attachments tab on the study workspace
2. On the smart form View Study version of the application
3. On the Printer Version view of the application

Printable View of Submission

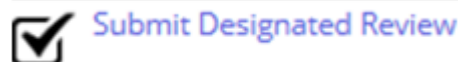
The printer version of the study includes only the required application sections. Detailed information is printed at the end of the document.

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.



Finalize and Submit Your Review

1. To begin click on the [Submit Designated Review](#) activity:

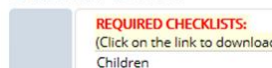


2. You will then be prompted to:

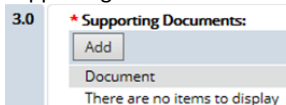
- Download (save each file to your computer's desktop) and complete ALL available *Required Checklists* found in the [Submit Designated Review](#) window when your review is *complete* (see instructions provided in *Submit Review* window).

Submit Designated Review

Submit Review



- Confirm you do not have any conflicting interests with the study being reviewed.
- Add additional review notes or comments (if applicable).
- Upload your completed checklists (which were previously saved to your computer's desktop) and/or any related documents (if applicable); e.g. Review Notes or tracked documents with reviewer revisions- by clicking on the "Add" button in Section 3.0 Supporting Documents.



3. **Submit your review** by selecting 'OK' in order to send the reviewed submission back to the IRB office.



**electronic
Institutional
Review
Board**



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