

eIRB Quick Reference For Department Reviewers

Logging In

How to log in to the eIRB system

1. Go to **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 to you. If you are not already at your home page, click **My Home** at the **top right corner** of your screen.

The Study Workspace

Whenever you open an existing application, modification, or continuing review from your Personal Workspace, you will be taken to a project workspace.

The project workspace is the area where all activities associated with the study will be performed.


How to Begin Your Review

1. Select the **Dept/Div Approvers** Role from the My Roles section

Enter the workspace of the item to be reviewed by clicking on the study name link in your INBOX. All items waiting for your review will be located in your inbox.

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. Click '**OK**' after you write your note or '**Cancel**' to cancel the activity.

NOTE: All Notes can be viewed via the **Reviewer Notes** tab

Printable View of Submission

How to print an application

1. The printer version of the study includes only the required application sections. Detailed information is printed at the end of the document.
2. Navigate to the Study Workspace.
3. 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.

Viewing Attachments

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

View and Edit Notes Prior to Submission

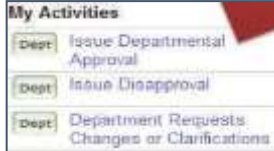
All reviewer notes can accessed and edited via the **Reviewer Notes** tab on the study workspace.

* Click on the **BLUE Dept./Division Approver Change Request** link to update your notes

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

Issuing an Approval or Requesting Changes

In order to issue an approval or request additional information from the PI, navigate to the **My Activities** section (left side of your screen) and click on the appropriate activity.



My Activities	
Dept	Issue Departmental Approval
Dept	Issue Disapproval
Dept	Department Requests Changes or Clarifications

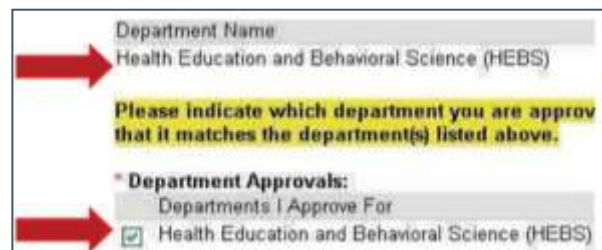
When

issuing departmental approval, you

must check the box next to the department that you are issuing approval for.

Uploading Documents

How to upload documents



Department Name
Health Education and Behavioral Science (HEBS)

Please indicate which department you are approving that it matches the department(s) listed above.

Department Approvals:
Departments | Approve For

Health Education and Behavioral Science (HEBS)

1. Click the **Add** button and a new window will appear.
2. Enter a **Title** for the document you are uploading
3. Click **Browse...** and select the file you want to attach.



**electronic
Institutional
Review Board**

