eIRB+ Review Guide for IRB Members

This document contains important information about reviewing full board submissions in eIRB+.

Finding IRB Meetings in eIRB+

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
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<tbody>
<tr>
<td>• Log in to eIRB+ from the <a href="#">home page</a>.</td>
<td>• Click on the agenda link in the email sent to you from the eIRB+ system.</td>
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<tr>
<td>• Click IRB in the upper left-hand corner of the screen.</td>
<td>• After logging in, you will be taken directly to your IRB meeting.</td>
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<tr>
<td>• Click IRB Meetings on the left-hand side of the screen.</td>
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<tr>
<td>• Click into your meeting. (Note: If you can’t find your meeting from the list, click Past Meetings to find it there.)</td>
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</tbody>
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Reviewing Submissions on an IRB Meeting Agenda

- From the IRB Meeting workspace, open the Agenda (Word document) at the top of the screen.
- From the IRB Meeting workspace, look at each of the Agenda Items in the middle of the screen. (Note: The system will automatically display 10 agenda items per page. To see additional items, either go to the next page or change the display to more than 10/page.)
- Click into an Agenda Item. This will open in a new tab or page.
- Review the submission by clicking [View Study, View Modification / CR, or View RNI](#) on the left-hand side of the screen. You may also choose to view the submission by clicking [Printer Version](#).
- **DO NOT CLICK REQUEST CLARIFICATION BY COMMITTEE MEMBER!**
- To leave questions or comments, click [Add Review Comments](#) on the left-hand side of the screen.
  - Clicking [Add Review Comments](#) will open a new window.
  - You may choose to leave this window open and add notes to it as you review the submission.
  - If the submission involves a special population, upload the appropriate Checklist (see below for how to navigate to the IRB Library).
  - Once finished, click [OK](#).
- The IRB Coordinator will organize all review comments and, if necessary, send a clarification request to the study team prior to the IRB meeting.

Navigating to the eIRB+ IRB Library

- From the IRB Meeting workspace, right-click on IRB, and select [Open in new tab](#) in the upper left-hand corner of the screen.
- Click [IRB Library](#) on the left-hand side of the screen.
- Click [Worksheets](#) or [Checklists](#) in the middle of the screen to find those documents.
- Complete a Checklist if necessary for the study and upload it in the [Add Review Comments](#) activity as described above.