

eIRB+ Review Guide for IRB Members

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

Finding IRB Meetings in eIRB+

<p>Option 1</p> <ul style="list-style-type: none"> • Log in to eIRB+ from the home page. • Click IRB in the upper left-hand corner of the screen. • Click IRB Meetings on the left-hand side of the screen. • Click into your meeting. (Note: If you can't find your meeting from the list, click Past Meetings to find it there.) 	<p>Option 2</p> <ul style="list-style-type: none"> • Click on the agenda link in the email sent to you from the eIRB+ system. • After logging in, you will be taken directly to your IRB meeting.
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Reviewing Submissions on an IRB Meeting Agenda

<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ 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.
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Navigating to the eIRB+ IRB Library

<ul style="list-style-type: none"> • 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.
