### eIRB Committee Reviewer Quick Reference

#### Logging IN

How to log in to the eIRB system
1. Go to [https://eirb.rowan.edu](https://eirb.rowan.edu)
2. Enter your 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 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

**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.

    ![Acknowledgment Review Button](image)

#### 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.

#### 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

#### How to view & edit your 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

#### How to submit your review

Once your review is completed, your next step is to submit to the IRB staff:

1. To begin click on the **Submit Review** activity:
   ![Submit Review Button](image)

2. You will then be prompted to:
   - Add additional notes or comments (if applicable)
   - Add any documents (if applicable)
   - Select ‘Review Motion’ (required)

3. Submit review by selecting ‘OK’

#### Uploading Documents

How to upload documents to your application
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.
4. Click **Open**.
5. Click **OK**.

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**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.
4. Click Print to open the Print dialog box.
5. Select a printer and click Print.