Saint Louis University

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Behavioral & Biomedical (BSS & BIO) eIRB Pilot

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Pre-Reviewer Guide

February 2011

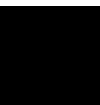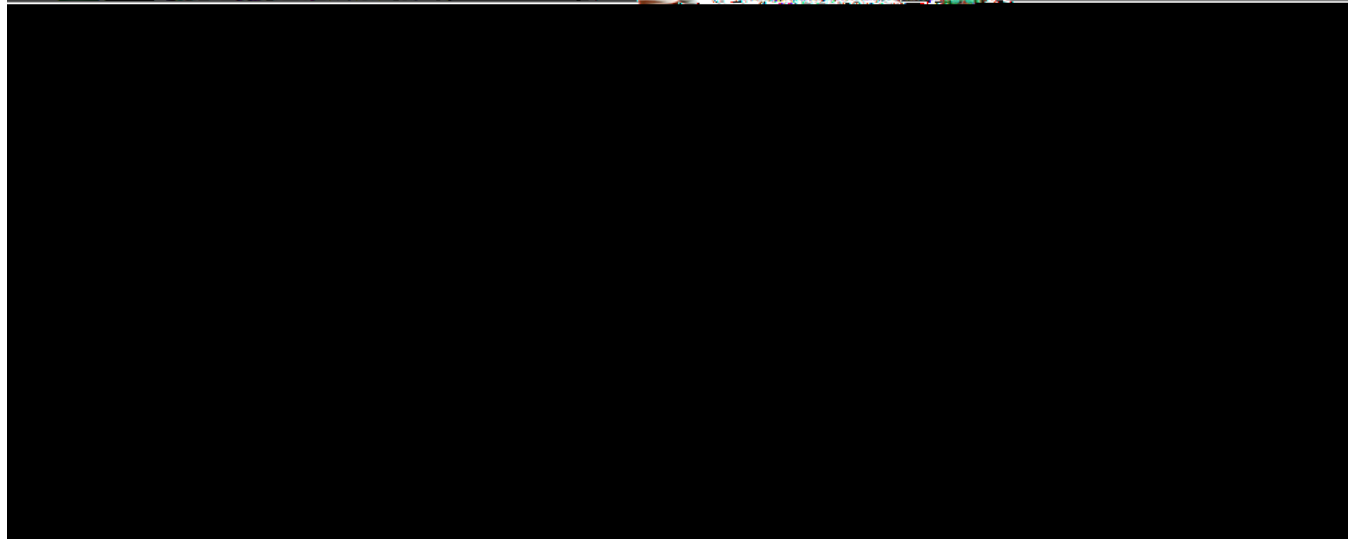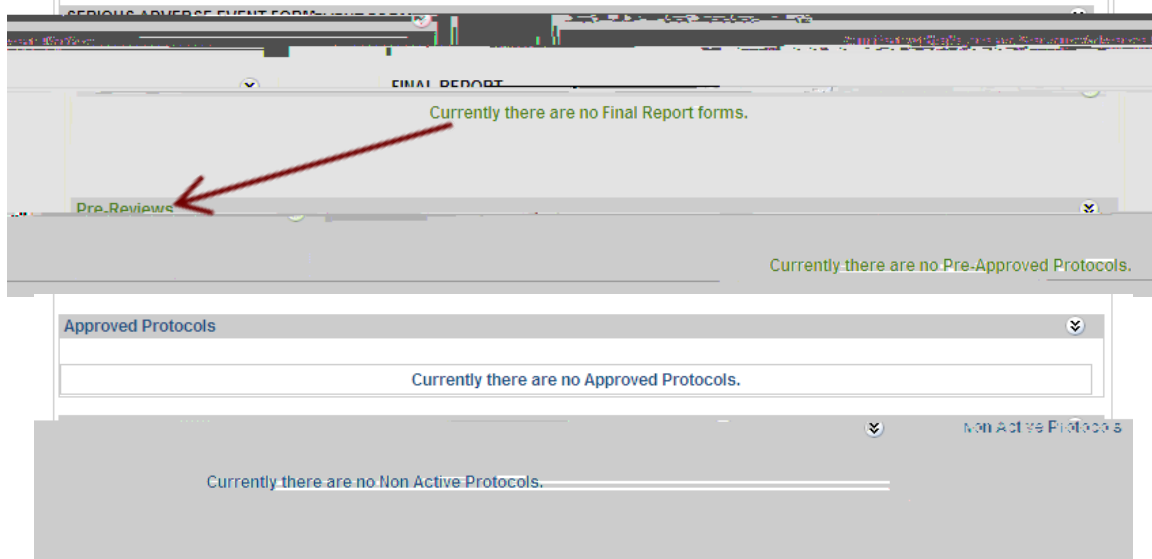eIRB powered by eProtocol

http://eirb.slu.edu

Institutional Review Board
Saint Louis University
Caroline Building, Room C110
3556 Caroline St.
St. Louis, MO 63104
(314) 977-7744
(314) 977-7730 (fax)
http://www.slu.edu/x24634.xml

How do I access eIRB?

The Dashboard/Homepage

Currently there are no Final Report forms.

Pre-Reviews

Currently there are no Pre-Approved Protocols.

Approved Protocols

Currently there are no Approved Protocols.

Non Active Protocols

Currently there are no Non Active Protocols.

- The Investigator dashboard/homepage is a catalog of all protocols where you are listed as the PI, a member of the research team, or the Department Chair/Advisor. See the Investigator guide for more information about the dashboard/homepage.

- Pre-Reviewers (the Department Chair/Advisor/Proxy OR the Scientific/PPC Reviewer) will find protocols assigned to them for review in the Pre-Reviews section of their dashboard. **The focus of the pre-reviewer should only be in the Pre-Reviews section to complete the review.**

- The user assigned as either pre-reviewer will get an e-mail notification stating that the protocol is ready to be reviewed once the PI has selected the pre-reviewer(s) and submitted the protocol. The Protocol Event in the Pre-Reviews section will

3. Add your comments/requests to the PI in the text box (box will expand) and mark whether or not you approve the protocol.

- **<u>WARNING</u>**: If you mark "I do not Pre-Approve the protocol" the PI will not be able to submit

Glossary of Terms

- Protocol Events for Pre-Reviews dashboard section:
  - <u>Receipt of Protocol</u>– The protocol has been assigned to the pre-reviewer and is waiting to be reviewed.
  - <u>Pre-Reviewed</u>– The protocol which was assigned to both a Department Chair/Advisor and a Scientific/PPC Reviewer has been reviewed by one pre-reviewer and the other review is still outstanding.

- Personnel Roles:
  - <u>Principal Investigator</u>– The investigator who accepts responsibility for the research study and its team members, monitors on-going compliance, and completes the subsequent paperwork for the protocol. This role has edit <u>and</u> view rights.
  - <u>Administrative Contact</u>– Team member responsible for completing parts of the IRB form, who may or may not have additional responsibilities as part of the research team. Additional questions need to be answered when this role is also a member of the research team. This role has edit <u>and</u> view rights.
  - <u>Key Personnel (Research Team)</u>– Members of the research team who do not need editing rights to the protocol. This role has view rights only.
  - <u>Non-SLU Collaborator</u>– Members of the research team who are not affiliated with Saint Louis University. Documentation of Human Subjects training will need to be uploaded in the Attachments section for team members with this role. This role does not have edit or view rights.
  - <u>Department Chair/Advisor</u>– Individual (who may or may not also be part of the research team) with administrative signature rights to assure that the affiliated department has adequate resources to conduct the research. This role has view rights only.
    NOTE: Biomedical protocols should list the officially named Department Chair in the Personnel Information section of the protocol. If a proxy will sign the protocol in lieu of the officially named Department Chair, that user will be named by the PI when the review is assigned.

Disabling Pop-Up Blocker

Disabling pop-up blocker on your browser will allow ow ow

Help and Support?!?!