






Reviewing and Approving IRB Protocols Using the InfoEd eRA System

Quick Reference Guide

1. Click the “Reviewer Dashboard” link in the protocol notification e-mail you received. Proceed to log in if you are prompted to do so. **(call 486-0986 or 4175 for login info)**
2. Click the “Items to Review” tab.
3. You will notice one or more “folder”  icons. Click each one as necessary to review a copy of the form(s) awaiting your review.
4. When you are finished viewing all relevant forms within each folder , click the boxes in the “Done” column to “check” them off .
5. Click the “Save” icon  (upper left-hand corner of reviewer dashboard panel).
6. If you would like to add any comments, click the “Add Comments” tab on the reviewer dashboard. Then, type your comments in the appropriate boxes and click the “Save” icon  when you are finished.
7. If you would like to review comments made by other reviewers, click the “See Comments” tab.
8. Click the “My Decision” tab to access the approval decision section. Select the appropriate choice from the drop-down list and be sure to click the “Save ” icon  when you are done. **Any choice other than “Approved” will force the protocol to be re-submitted and re-reviewed by everyone. If you have a minor concern about the protocol (i.e. data entry error, etc.) but still wish to allow the PI to conduct the proposed work, you should: (1) refrain from making an immediate decision (2) ask the PI to correct the problem and contact you after doing so (3) log back into the reviewer dashboard and approve the protocol.**
9. You are finished and can now close out of any open windows.