Access the system at http://eirb.slu.edu. Log-in using your SLU NetID (the part of your email address before @slu.edu) and the password you use to log into your work computer or your MySLU account.

For best results . . . allow pop-up windows for the eIRB site, do not use the browser back button to navigate in the system, save frequently to avoid loss of information, and read the help/instructions available within the system or in the eIRB section of the website.

The Department Chair/Advisor will get an e-mail notification stating that the protocol is ready to be reviewed once the PI has selected a pre-reviewer and submitted the protocol.

You may see the protocol in two sections of your Investigator dashboard/homepage, the “In Preparation/Submitted” section AND the “Pre-Approvals” section. The focus of the pre-reviewer should only be in the “Pre-Approvals” section to complete the review.

To complete the pre-review:

1. Click on the Protocol ID link to view the protocol and its attachments.

2. Click the Protocol Event status “Receipt of Protocol” to start the comment process.
   
   NOTE: Once on the comment screen, you will be able to cancel or return to the dashboard/homepage in order to review the protocol again but you will not be able to directly access the protocol from that page.

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

   WARNING: If you mark “I do not Pre-Approve the protocol” the PI will not be able to submit the protocol and will need to start a new submission and re-submit for pre-approval.

4. When you’ve finished making your comments and are ready to return the protocol to the PI “signed”, click the Submit button to finish.

NOTE: Protocols will drop from the “Pre-Approvals” section of your dashboard when they are submitted to the IRB by the PI.