The SLU eIRB tip of the month

Please see the attached tip regarding items in eIRB that you may have been looking for.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site.

The IRB Office
Can’t find that one eIRB thing you need? In the eIRB tip this month- we’ll show you where a few things are hiding:

1. The University Indemnification box (from page 1 of the paper form)—
   **Found:** BIO General Checklist (see purple box below)
2. Where do I see the Pre-Reviewer’s Comments (Department Chair/Academic Advisor and Scientific Reviewer)?

**Found:** Final Steps Page of any form, toward the bottom. Use the left blue navigation bars to access the Final Steps page. Don’t forget to address these comments before submitting your project to the IRB. NOTE: In the forthcoming product update this tab will be re-named “Final Steps/Pre-Review Comments”. 

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**Submitting the protocol to the IRB:**

The protocol can be submitted once:
- The form is finished and all mandatory fields have been completed.
- The Department Chair and the Scientific/PPC Reviewer (if needed) have been selected and have reviewed and approved the protocol.

The PI can submit the form by clicking “Submit Form” on the blue navigation menu to the left.

<table>
<thead>
<tr>
<th>Type of Pre-Reviewer</th>
<th>Name</th>
<th>Pre-Approved</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair/Advisor</td>
<td>IRB2, Guest2</td>
<td>Yes</td>
<td>I am not able to approve this study until x, y, and z can be resolved. Please resubmit to me when those have been addressed.</td>
</tr>
</tbody>
</table>
3. How can I print the Event History?—

Event History Print Option. Found: Print View Menu Page. Click “Print View” and pull up the menu page. Event History is not automatically selected. Click “All” to check the Event History box and include it in the PDF generated for the protocol. You can also check the “Event History” box directly. NOTE: You can click “All” a second time to de-select all of the boxes on the page and pick a few sections to print.

4. How can I refresh my dashboard?—

Dashboard Refresh Feature. Found: Dashboard or Home Page (left side). Click the black “IRB” tab to refresh your dashboard after submitting, sorting, or any other action.
5. Where do I print comments or attachments from any submission?


1. To print comments that have recently been issued, click on the “Print View” menu in the left blue navigation bars inside the protocol. The comments options on that page should be open and available to select. You will be able to print the comments in addition to the protocol or alone.

2. Access the Event History to print comments or attachments from past cycles and submissions. Click on the links to access the print view menu for that submission.

3. Select the Protocol Details menu option from an approved protocol (click the “Protocol ID” to access the menu) to pull up a listing of the protocol activity and access the protocol details screen. Links to comments and attachments are on the right side of the screen.
6. How can I clean up my dashboard?—Dashboard Clean Up Feature. **Found:** Dashboard/Home Page (right side). Click the arrows on the right end of any grey bar to synch up a section and temporarily hide part of your dashboard. This can help clean up dashboards with a lot of protocols listed.
7. Investigator Menu Options —

*Found:* Dashboard/Homepage left side “eProtocol” drop down menu. You have additional eIRB options listed under the Investigator drop down menu. Pull up just your approved and active protocols or use the search feature. Click on “Investigator” directly or “Investigator Home” to go back to your dashboard or refresh the dashboard/homepage. Coming Soon: A Non Approved Protocols menu option to pull up all of your closed, expired, or withdrawn protocols on a separate page.

8. Where can I find the protocol title? —

*Found:* Under “Protocol Information”, sub tab “1-3”. Need to change the protocol title? No problem! Click on sub tab “1-3” listed across the top of the form when you click on “Protocol Information”. The title box is the first text box under this tab. Don’t forget to change the protocol title after cloning! And check your migrated protocol titles to make sure the title is complete.