In this month's tip we offer a few reminders about how the eIRB system functions while a protocol is waiting for the pre-reviewer(s) to sign it. Mainly the protocol is not available for editing during this time. Please see the attached tip.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed here.

The IRB Office

(314) 977-7744
In this month’s tip we offer a few reminders about how the eIRB system functions while a protocol is waiting for the pre-reviewer(s) to sign it.

The “Protocol Event” will say “Pre-Review Required” while the protocol is completed and until the pre-review signatures have been obtained. The protocol will remain in the “Protocols (In Preparation/Submitted)” area of the dashboard until the pre-review assignments have been made.

The PI and individuals listed on the protocol under the Administrative Contact role will be able to edit the protocol while it is in preparation (before the pre-reviewer assignment(s) have been made).

After the pre-review assignment(s) have been made, the protocol will move from the in preparation area of the dashboard to the “Pre-Approvals” area. This is a tracking mechanism so that you are aware of which protocols are out for pre-review signatures.
While the protocol is in the pre-approvals section, no one may edit the protocol. For studies requiring two pre-review signatures the protocol will remain in “View” mode until both are obtained.

After the pre-reviewer(s) have signed the protocol, it will move back to the in preparation area of the dashboard. The protocol event status will change to say “Yet to Submit to IRB.” At this time “Edit” mode will be available again for the PI and any individual with the Administrative Contact role.

Comments given by the assigned pre-reviewer(s) can be located within the protocol under the “Final Steps/Pre Review Comments” tab.