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.

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

2. The designated Pre-Reviewers (Department Chair/Advisor OR Scientific/PPC Reviewer) will get an e-mail notification stating that the protocol is ready to be reviewed once the PI has selected pre-reviewer(s) and submitted the protocol to them.

3. The e-mail notification will contain the system website link, Protocol ID #, and Principal Investigator (PI) name.

4. 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.
   3. Add your comments/requests to the PI in the text box (box will expand) and mark whether or not you approve the protocol.

   **NOTE:** If you select “I do not Pre-Approve the protocol” the PI will not be able to submit it to the IRB. In this scenario, if the PI wants to move forward with the study, the PI will have to clone the original protocol (creating an exact copy in a matter of seconds), view your comments and incorporate them into the newly cloned protocol. The pre-review process will need to be repeated prior to submission to the IRB.

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

   **NOTE:** Protocols will drop from the “Pre-Reviews” section of your dashboard when you have completed your review.