1. 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.

2. 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 on the eIRB section of the website.

3. Create your protocol by clicking **Create Protocol** and choosing the appropriate form. Remember these creation tips:
   - Add members of the research team by using the binoculars icon.
   - Navigate in the system using the blue navigation menu (on the left) or the arrows at the top right of the form.
   - Use the “Check for Completeness” feature to check for any unanswered questions.
   - Upload all supplemental material in the Attachments section. **NOTE**: file document names for attachments WILL appear in the full IRB approval letter.
   - Most of the paper forms have been incorporated into the system as questions and there is no need to upload those forms into the protocol. The Informed Consent Document, HIPAA Authorization, etc will remain Word files that should be completed and uploaded into the protocol.
   - Only the PI can “sign” the form in the “PI Obligations” section.

4. Before the protocol can be submitted to the IRB it must receive up to 2 electronic signatures, based on the following:
   - **ALL** submissions must be signed by the Department Chair/Advisor.
   - Every submission **EXCEPT** Biomedical Exempt protocols & sponsored (funded) studies must also be signed by a Scientific/PPC Reviewer.

   1. When the protocol is finalized, the PI must click “Submit Form” in the blue navigation menu of the protocol. A window will open asking if you want to submit the form for Pre-Review. Click “Yes” to start.
   2. Follow instructions on the screen to select your pre-reviewers. Pre-reviewers will need to be selected & assigned at the **SAME** time.
   3. Click the Find User button under the appropriate category to search for each pre-reviewer. Department specific instructions are available on that page (for departments with established processes) if you are not sure who to select.

   **IMPORTANT**: Be sure to check the pre-review check box for both reviewers (if needed) or the review assignment will not be sent to that pre-reviewer.

5. The protocol will be in view mode only until all pre-reviews are completed.
   - The PI will get an e-mail notification when the Department Chair/Advisor or the Scientific/PPC Reviewer has completed the review.
   - After the protocol is pre-reviewed, open the protocol in edit mode to make any requested revisions. Click on “Submit Form” again to submit to IRB (**only the PI can submit**). Detailed instructions can be found on the “How to Submit” protocol page.
   - Watch for future e-mail notifications regarding the status of the protocol or go to the dashboard to see the status of the protocol.