How to log in to the eIRB system
1. Go to https://eIRB.rutgers.edu
2. Enter your User name: and Password:
3. Click Log In to enter the site.

Your Personal Workspace
- Your Personal Workspace, otherwise known as ‘My Home’, displays all the eIRB study submissions associated to you.
- If you are not already at your home page, click My Home at the top right of your screen.

How to begin your review
1. Select the Committee Member Role from the My Roles section
2. Enter the workspace of the item to be reviewed by clicking on the name link. All items waiting for your review will be located in your inbox.
3. Begin by clicking on the acknowledge review button

Adding Review notes
Reviewer notes are added to each page where the designated reviewer wishes to make comments. These notes will only be viewable by IRB staff who will finalize them for study staff, and other reviewers.
1. Begin by entering the smart form view of the application
2. Navigate to the smart form section by using either the Back, Continue or Jump to options
3. To add Reviewer Notes, select ‘Add’.
4. A new window will open where you will add your comments about the section in question. Click ‘OK’ after you write your note or ‘Cancel’ to cancel the activity.

How to view & edit your notes prior to submission
All reviewer notes can accessed and edited via the Reviewer Notes tab on the study workspace.
* Click on the BLUE Committee Member Change Request link to update your notes
* Click on the Jump to link to navigate to the smart form page

Viewing attachments
All attachments submitted with the application are available through
1. Attachments tab on the study workspace
2. On the smart form View Study version of the application
3. On the Printer Version view of the application

Printable view of submission
How to print an application
The printer version of the study includes only the required application sections. Detailed information is printed at the end of the document.
1. Navigate to the Study Workspace.
2. Click the Printer Version button OR you can open the study application and click the Print button at the top of the screen to print specific pages of the application.
3. Click Print to open the Print dialog box.
4. Select a printer and click Print.

How to submit your review
Once your review is completed, your next step is to submit to the IRB staff:
1. To begin click on the Submit Review activity:
2. You will then be prompted to:
   - Add additional notes or comments (if applicable)
   - Add any documents (if applicable)
   - Select ‘Review Motion’ (required)
3. Submit review by selecting ‘OK’

Uploading Documents
How to upload documents to your application
1. Click the Add button and a new window will appear.
2. Enter a Title for the document you are uploading
3. Click Browse…and select the file you want to attach.
4. Click Open.
5. Click OK.

Steps to Review Submissions
1) Click on study ID link located in your email notification
2) Click on the ACKNOWLEDGE REVIEW activity
3) Review the submission by clicking on the “Printer Version” or “View Study” activities
4) Add reviewer notes on the application by clicking on the “View Study” activity, and navigating to the appropriate smart form section
5) Complete ALL Reviewer Checklist activities
6) Finally, click on Submit Review in order to send the submission back to the IRB office