eIRB Production Platform

1. Enter this link into your internet browser

   https://eirb.healthsciencesssc.org/HSSC

2. You will be redirected to the HSSC Federated Login Screen

3. Select Medical University of South Carolina from the Dropdown List and Click Continue

4. Enter your MUSC Net ID and Password to Login to Shibboleth

5. You will be directed to the eIRB mainpage

6. Click My Home
eIRB Manovering in the System

1. Click (Highlighting) your Role as Committee Member

2. Designated Reviewers will find the study in their Inbox

3. The other method to access studies is to click Upcoming Meetings, select your committee and a list of scheduled meetings appear - Select the Meeting scheduled for 9/7/2010

4. The Agenda Items for that meeting appear, including an **Electronic Agenda Item**, a New Study entitled “Master Study Created by LMVeatch” Pro00006907

5. Click on the WorkSpace PRO00006907

IRB Committee Guidance for Protocol Review – Manouversing in the eIRB System
eIRB Manoeuvring in the System

6. The mainpage for this study appears:

7. There are 3 ways to view reviewer’s comments:
   - Details are in the History Tab
   - Details are in the Reviewer Notes Tab
   - Details are on the Individual SmartForms in the Study
     Although you can view Reviewer Notes from any of the above, you can only ADD comments when you are in the individual Smartform

8. Click on View Study to view the Smartforms

9. The 1st page of the Smartforms Appears:

10. To add a reviewer note to any page, click the Add button
11. An “Add Reviewer Notes” box opens – (IRB Private Change Request or Comment is the only Note Type), enter comments into the Note: box and click OK. In typing your comment, indicate the Smartform Item Number your comment addresses. Click OK to complete the Reviewer Note.

12. You are returned to the Smartform page and your comment is now shown. To move to the next SmartForm page, click Continue.

13. To Exit from the Smartforms, click Exit.

14. You are returned to the main study screen – You also have Two Activities on the Main Study screen.
eIRB Manovering in the System

Note: Log **Private** Comment will allow you to enter a comment viewable by IRB Board Members and IRB Administration
Log **Public** Comment will allow you to enter a comment viewable by the research team as well as IRB Board and Administration (PUBLIC COMMENTS ARE SEEN BY EVERYONE AND CANNOT BE DELETED)

15. Secondary Reviewers – You Are Done! - Logout of eIRB

16. Primary Reviewers need to Submit notification of completion of review by clicking Finalize Reviewer Notes – bringing up the Finalize Reviewers Notes

![Image of eIRB interface](image)

**Reviewer's Recommended Motion:**
- Approved
- Approved with Contingencies
- Approval Denied
- Tabled
- Deferred
- Clear

Provide any additional notes which would be useful during the committee meeting:

Attach any documents which would be helpful during the committee meeting such as a modified/red-lined consent forms or notes.

**Does this complete your review?**
- Yes
- No
- Clear

17. Click your recommendation, and, if your review is complete, BE SURE TO CLICK YES AT “Does this Complete your review”
18. YOU ARE DONE! Logout of the eIRB system.