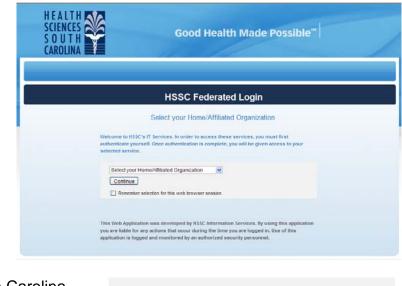
## eIRB Production Platform

1. Enter this link into your internet browser

https://eirb.healthsciencessc.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

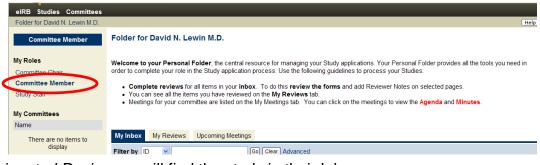
Medical University of South Carolina

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

	MUSC	welcome to the MEDICAL UNIVERSITY of SOUTH CAROLIN	A
		NetID Shibboleth. Password Login	Shibboleth @ MUSC What is Shibboleth? How does it work? How can I join?
			Internet2 & Shibbolet
You will be directed to the eIRB mainpage	User Management eIRB eIRB © Greenville Hospital	rhuon soprose Studies Committees Reports	M Veatch Ph D My Home   L Igoff
Click My Home	System V Medical University of South Carolina V Palmetto Health Spartanburg Regional Hospital System University of South Carolina University of South Carolina Announcements Announcements Cegulation/Ethical Principles	eIRB Welcome, this site enables Health Sciences South Carolina Member Organizations to manage Research processes. NOTICE: Aug 12 6PM Maintanance Has Been Canceled. See <u>Announcement</u> for details.	

IRB Committee Guidance for Protocol Review – Entering the eIRB Production Platform

1. Click (Highlighting) your Role as Committee Member



2. Designated Reviewers will find the study in their Inbox

eIRB Studies Committee Folder for Robert J. Malcolm N	
Committee Member	Folder for Robert J. Malcolm M.D.
My Roles Committee Member Department Approver Mentor Approver Study Staff	Welcome to your Personal Folder, the central resource for managing your Study applications. Your Personal Folder provides all the tools you need in order to complete your role in the Study application process. Use the following guidelines to process your Studies:           • Complete reviews for all items in your inbox. To do this review the forms and add Reviewer Notes on selected pages.         • You can see all the fems you have reviewed on the My Reviews tab.           • Meetings for your committee are listed on the My Meetings tab.         • You can click on the meetings to view the Agenda and Minutes.
My Committees	My Inbox Deceming Meetings
IRB-I - Medical University of South Carolina	Filter by ID 🕑 🚱 🖓 🖓 🖓 🖓
IRB-II - Medical University of South Carolina	ID         Name         Date Modified         State         Type         Review Type         PI         Campus           Pro00006907         veatch         9/6/2010 4:10 PM         In Pre-Meeting Review         Study Full IRB Review Kathleen T         Brady M.D., Ph.D.         Medical University of South Carolina
IRB-III - Medical University of South Carolina	

 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

Folder for John Painter Ph.D.		Help
Committee Member	Folder for John Painter Ph.D.	
My Roles Committee Member	Welcome to your Personal Folder, the central resource for managing your Study applications. Your Person order to complete your role in the Study application process. Use the following guidelines to process your Stu	
My Committees	<ul> <li>Complete reviews for all items in your inbox. To do this review the forms and add Reviewer Notes</li> <li>You can see all the items you have reviewed on the My Reviews tab.</li> <li>Meetings for your committee are listed on the My Meetings tab. You can click on the meetings to view to</li> </ul>	
IRB-II - Medical University of South Carolina	My Inbox My Revices Upcoming Meetings	
	Name	State
	IRB-II - Medical University of South Carolina meeting on (10/19/2010)	Scheduled
	IRB-II - Medical University of South Carolina meeting on (11/16/2010)	Scheduled

- 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

Current State		University of South Ca	rolina meeting on (9/7/2010)		
Scheduled	Mee00000044 Committee:	Com0000001 - IBB-I	- Medical University of South Carolina	Location:	HOT 601
	Date:	9/7/2010	- Medical oniversity of Sodar Carolina	# Agenda Items:	1
Meeting Agenda	Start Time:	12 noon		// Confirmed Attendees:	0
genda Editor	Agenda Items	Attendees Items to Pri	ocess History Log Reports	aapshot:	
Agenda Editor View Agenda Form View Agenda Form View Activities Confirm Attendance	Agenda Items Minutes of Prev	/ious Meeting(s) - to be ap	oproved:		
Igenda Editor View Apenda Form View Apenda Form My Activities Confirm Attendance	) Agenda Items	vious Meeting(s) - to be ap Date		Link to Minutes	
Agenda Editor View Agenda Form Vy Activities Confirm Attendance	Agenda Items Minutes of Prev Meeting There are no item	vious Meeting(s) - to be ap Date ns to display nda Item(s) - submitted onlin	pproved: Minutes Approved		Work Sha

IRB Committee Guidance for Protocol Review – Manouvering in the eIRB System

6. The mainpage for this study appears:

rrent State	Study:veatch (Pro0000690	7)		
Assigned To IRB Meeting	Full Title:	test		
	Principal Investigator:	Kathleen T. Brady M.D., Ph.D.	IRB Administrator:	Linda Bunch
View Study	Review Type:	Full IRB Review	Committee:	IRB-I - Medical University of South Carolina
	IRB Campus:	Medical University of South Carolina	Meeting Date & Time:	9/7/2010 - 12 noon
Printer Version	PI Department:	CLINICAL NEUROSCIENCE - MUSC	PI Institution:	Medical University of South Carolina
🔁 View Differences	Pre-Conversion Study ID:		Study Coordinator:	Miguel R. Abboud M.D.
	Study Status:		Initial Approval Date:	
ly Activities				
DR Finalize Reviewer Notes - 4	Sponsor(s):	NIH/NCRR		
Log Private Comment				
Log Public Comment				
	IRB Private Information			
(Assigned To Committee Meeting)	Reviewer 1:	William T. Basco M.D.	Reviewer 2:	Olga Brawman-Mintzer M.D.
	Reviewer 3:	Candace Brown	Reviewer 4:	Robert J. Malcolm M.D.
	Reviewer 5:	Steven E. Swift M.D.		
	Agenda/Meeting Link:		sity of South Carolina meeting	a on (0/7/2010)

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

urrent State	Study:veatch ( Pro000069	07)		
In Pre-Meeting Review	Full Title:	test		
	Principal Investigator:	Kathleen T. Brady M.D., Ph.D.	IRB Administrator:	Linda Bunch
View Study	Review Type:	Full IRB Review	Committee:	IRB-I - Medical University of South Carolina
	IRB Campus:	Medical University of South Carolina	Meeting Date & Time:	9/7/2010 - 12 noon
- Handler	PI Department:	CLINICAL NEUROSCIENCE - MUSC	PI Institution:	Medical University of South Carolina
View Differences	Pre-Conversion Study ID:		Study Coordinator:	Miguel R. Abboud M.D.
	Study Status:		Initial Approval Date:	
y Activities				
Finalize Reviewer Notes - 4	Sponsor(s):	NIH/NCRR		
Log Private Comment				
Log Public Comment				
	IRB Private Information			
(Assigned To Committee Meeting)	Reviewer 1:	William T. Basco M.D.	Reviewer 2:	Olga Brawman-Mintzer M.D.
	Reviewer 3:	Candace Brown	Reviewer 4:	Robert J. Malcolm M.D.
	Reviewer 5:	Steven E. Swift M.D.		
	Agenda/Meeting Link:	Mee00000044 - IRB-I - Medical Univer	sity of South Carolina meeting	n on (9/7/2010)

9. The 1<sup>st</sup> page of the Smartforms Appears:

<< Back		Exit   Hide/Show Errors  Print   Ju	np To: - Study I	Identification - Study Identificat	on +			Continue >>
💌 Revi	iewer Notes Add							
Туре						Reviewer	Modified	
		There a	re no items to	display				
	dentification Information s the first step in your Human Research Application.	You will automatic the be gui	ded to the app	ropriate forms needed	to complete your subm	issions.		VIEW000072
1.0	* Full Title: Enter the full study title A Sample Study to IRB II							
2.0	<ul> <li>Short Title: Enter a short descriptive title for this study (65 ch A Sample Study to IRB II</li> </ul>	aracters maximum):						
3.0	* Briefly describe the scientific or scholarly ra (i.e. purpose of research)	tionale:						
<								>
-	11							

10. To add a reviewer note to any page, click the Add button

## eIRB Manovering in the System

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.

Add Reviewe		Help
Author: * Note Type: * Note:	John Painter Ph.D.	
* Required		OK Cancel
<		

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

<< Back	Exit   Hide/Show Erroral Print   Jump To: - Study Identification - Study Identification -		Continue >>
Reviewer Notes Add			
Туре		Reviewer	Modified
	There are no items to display		

13. To Exit from the Smartforms, click Exit

Health Sciences south carolina MUSC		View: Study - Pro00005680
a collaborative to advance health solences	Exit   Hide, now Errors! Print   Jump To: - Study Identification - Study Identification +	Continue >>

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

Studies > A Sample Study to IF	RB II			
Current State	Study:A Sample Study	to IRB II ( Pro00006748 )		
In Pre-Meeting Review	Full Title:	A Sample Study to IRB II		
	Principal Investigator:	Amy V. Blue Ph.D.	IRB Administrator:	Lisa M. Johnson
View Study	Review Type:	Full IRB Review	Committee:	IRB-II - Medical University of South Carolina
	IRB Campus:	Medical University of South Carolina	Meeting Date & Time:	7/21/2010 - 9:00am
Printer Version	PI Department:	FAMILY MEDICINE - MUSC	PI Institution:	Medical University of South Carolina
Differences	Pre-Conversion Study ID:		Study Coordinator:	Tara Abbott
	Study Status:		Initial Approval Date:	
My Activities  Log Private Comment  Comment	Stonsor(s):	There are no items to display		
(Assigned To Committee Meeting)				
	IRB Private Information			
	Reviewer 1:	Susan C. Sonne Pharm.D.		Reviewer 2:
	Reviewer 3:			Reviewer 4:

IRB Committee Guidance for Protocol Review – Manouvering in the eIRB System

## eIRB Manovering in the System

Note: Log <u>Private</u> Comment will allow you to enter a comment viewable by IRB Board Members and IRB Administration

Log <u>Public</u> 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

inalize Reviewer Note	es - 1		
OTE: You have added 0 dd' to create reviewer n	) Reviewer Notes on the study. To lotes.	log notes on this submission	n please view the forms and click
Reviewer's Recomme	nded Motion:		
Name			
Approved Approved with Contin	ancies		
Approved with Contain Approval Denied	igencies		
D Tabled			
Deferred			
Clear			
01001			
			~
ttach any documents v	which would be helpful during t	he committee meeting suc	h as a modified/red-lined
		he committee meeting suc	h as a modified/red-lined
onsent forms or notes Add Name Descriptio	n Orig. Author	he committee meeting suc Orig. Created	h as a modified/red-lined
Add Name Descriptio There are no items to d	n Orig. Author isplay	-	
Add Name Descriptio There are no items to d Does this complete yo	n Orig. Author isplay	Orig. Created	

- 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.