

1. You will receive an email similar to that to the right. The study PRO (project number) is a hyperlink to the study. Click on this link.

**From:** eIRB-Notification@eirb.healthsciencessc.org [mailto:eIRB-Notification@eirb.healthsciencessc.org]  
**Sent:** Thursday, August 12, 2010 3:26 PM  
**To:** Griffith MBA, Jill L.  
**Subject:** Departmental Review Requested

Email Header

STUDY APPLICATION REQUIRES YOUR REVIEW

ID: [Pro00007139](#)  
Title: Race, Patho-molecular Signature and Colorectal Cancer Survival  
Description: A study application is currently awaiting your review. To navigate to the project workspace, click on the above ID.

Email Footer

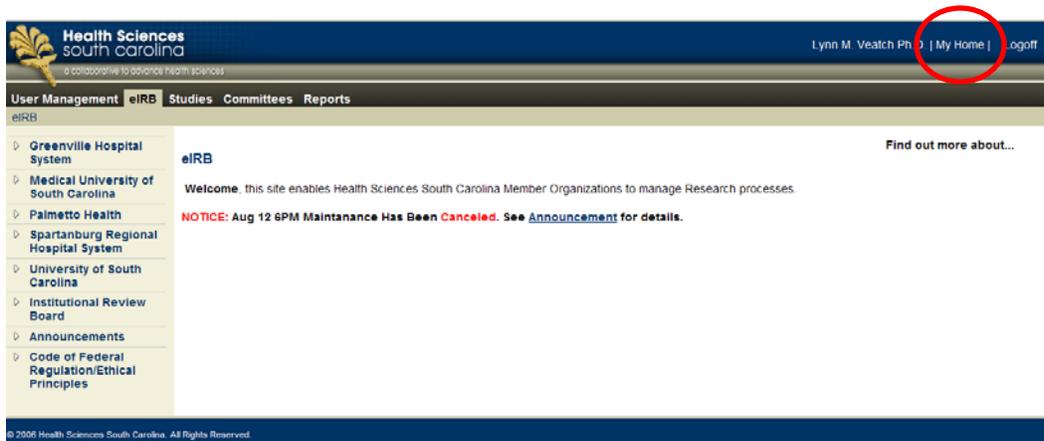
2. You will be redirected to the HSSC Federated Login Screen

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

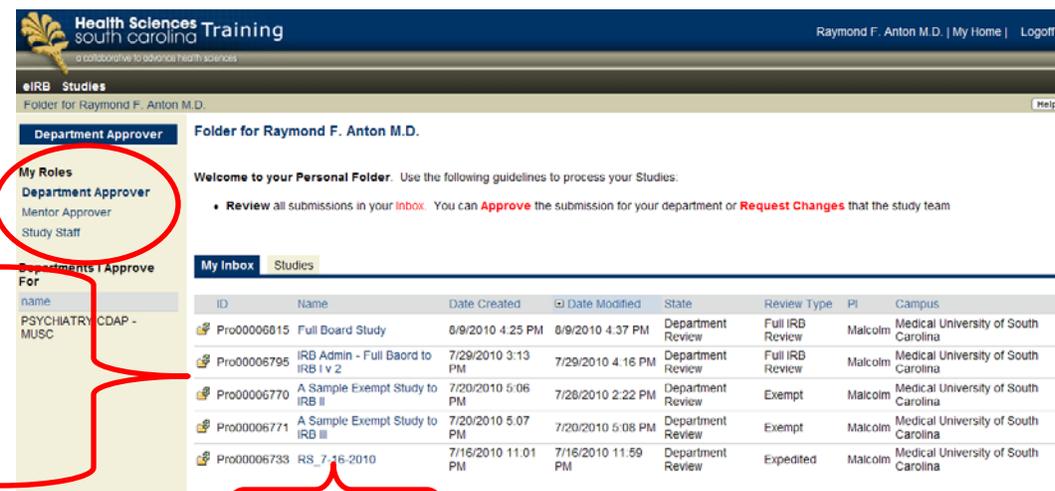
5. You will be directed to the eIRB mainpage

6. Click My Home



7. Ensure your role of Department Approver is Highlighted

8. Studies awaiting your review will be in your eIRB "My Inbox"

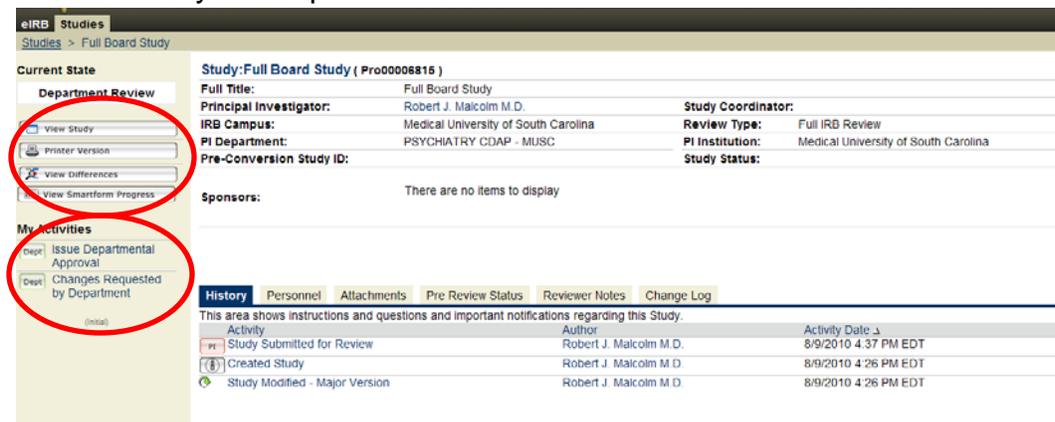


9. To select a study for review, click on the Name of the study

10. You are directed to the Study Workspace

11. View Study takes you to the Smartform pages

12. You have activities to Issue Approval or request changes.



13. Clicking “Changes Requested by Department” opens the box to the right. Enter your comments, and, if desired, any documents, and click OK. The protocol will be returned to the Study team and, upon their resubmission, the protocol will be returned to you for review.

Changes Requested by Department

When you submit this form, the Principal Investigator will be notified that changes are required to the protocol before you will approve it. Use the box below to add instructions or indicate the changes which you require.

**\* Comments:**

**Documents:**

Add

Name	Version	Author
There are no items to display		

14. Clicking “Issue Departmental Approval” opens the box to the right. Check the box in item 2, add any comments (optional) and/or documents (optional) and click OK

Issue Departmental Approval

1. The following is the list of Departments. All the Departments **MUST** approve this application before it can be approved:

Department Name
PSYCHIATRY CDAP - MUSC

**\* 2. You are on the approval list for the following Departments. Please check the box next to the Department to grant your Electronic Approval for that Department**

name
<input type="checkbox"/> PSYCHIATRY CDAP - MUSC

**Additional Comments:**

**Attachments:**

Add

Name	Version	Orig. Author	Orig. Created	Last Modified
There are no items to display				

15. Your review of this study is complete. The study will be forwarded to the next level of departmental approval. If all departmental approvals have been obtained, the study will be routed to IRB Administration.