

eIRB Production Platform

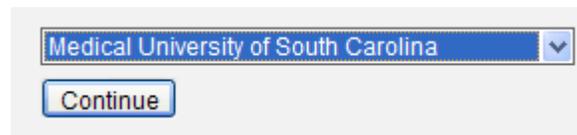
1. Enter this link into your internet browser

<https://eirb.healthsciencessc.org/HSSC>

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



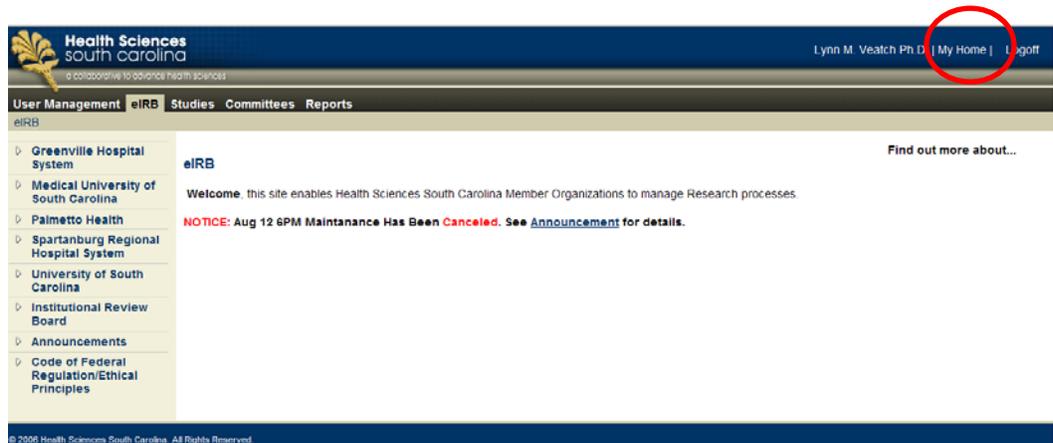
3. Select Medical University of South Carolina from the Dropdown List and Click Continue



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



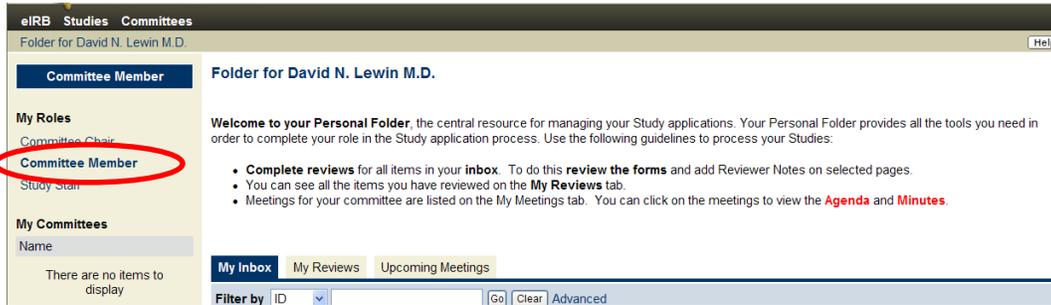
5. You will be directed to the eIRB mainpage



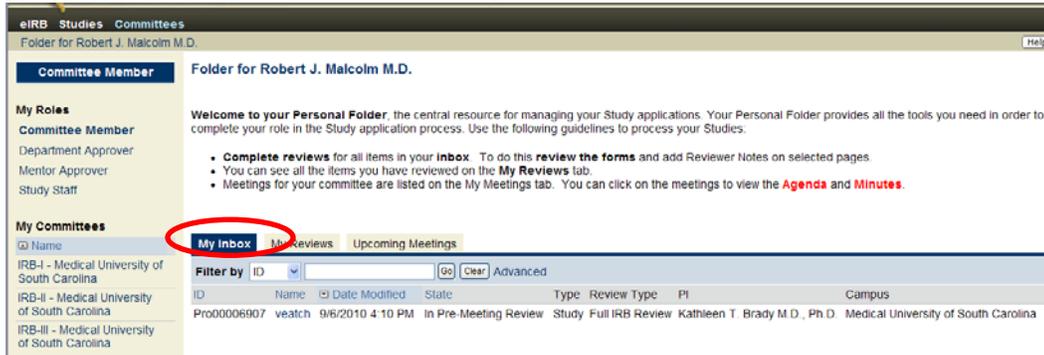
6. Click My Home

eIRB Manovering in the System

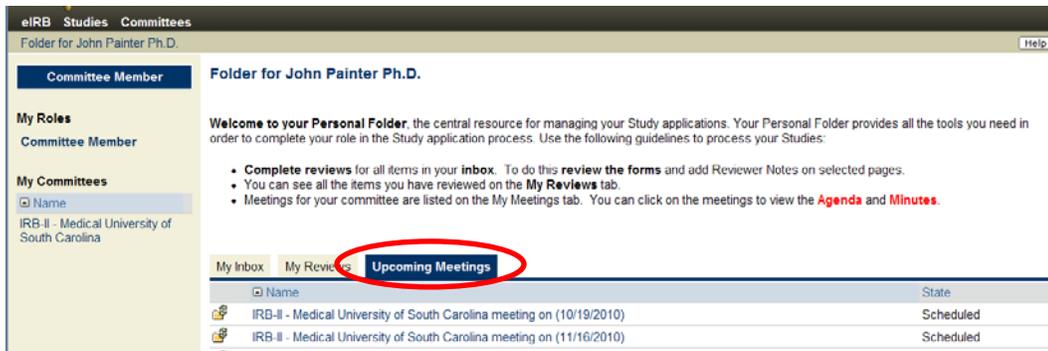
1. Click (Highlighting) your Role as Committee Member



2. Designated Reviewers will find the study in their Inbox

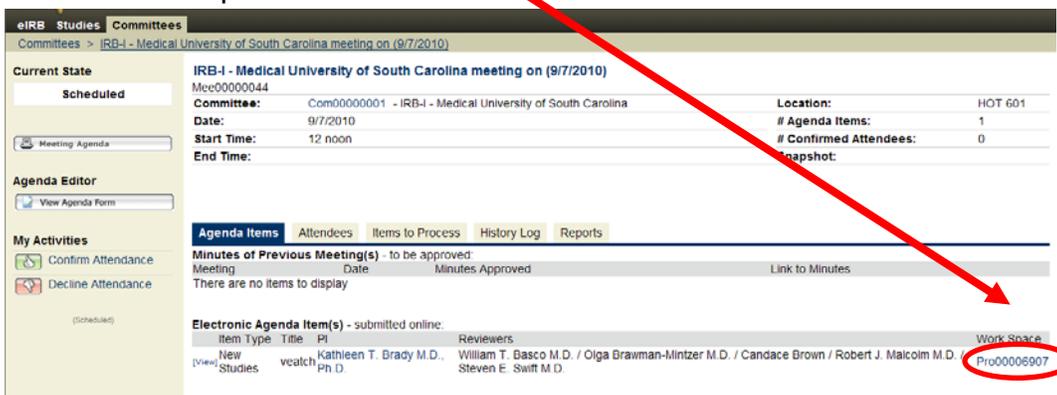


3. The other method to access studies is to click Upcoming Meetings, select your committee and a list of scheduled meetings appear - Select the Meeting scheduled for 9/7/2010



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



eIRB Manovering in the System

6. The mainpage for this study appears:

eIRB Studies Committees
Studies > veatch

Current State
Assigned To IRB Meeting

[View Study](#) (circled in red)
[Printer Version](#)
[View Differences](#)

My Activities
[Finalize Reviewer Notes - 4](#)
[Log Private Comment](#)
[Log Public Comment](#)
(Assigned To Committee Meeting)

Study:veatch (Pro00006907)

Full Title: test
Principal Investigator: Kathleen T. Brady M.D., Ph.D. IRB Administrator: Linda Bunch
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
PI Department: CLINICAL NEUROSCIENCE - MUSC PI Institution: Medical University of South Carolina
Pre-Conversion Study ID: Study Coordinator: Miguel R. Abboud M.D.
Study Status: Initial Approval Date:

Sponsor(s): NIH/NCR

IRB Private Information

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 University of South Carolina meeting on (9/7/2010)

History (circled in blue) Personnel Attachments Reviewer Notes (circled in purple) Pre Review Status

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

eIRB Studies Committees
Studies > veatch

Current State
In Pre-Meeting Review

[View Study](#) (circled in red)
[View Differences](#)

My Activities
[Finalize Reviewer Notes - 4](#)
[Log Private Comment](#)
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(Assigned To Committee Meeting)

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Agenda/Meeting Link: Mee00000044 - IRB-I - Medical University of South Carolina meeting on (9/7/2010)

9. The 1st page of the Smartforms Appears:

<< Back Exit | Hide/Show Errors | Print... | Jump To: - Study Identification - Study Identification - Continue >>

Reviewer Notes [Add](#) (circled in red)

Type	Reviewer	Modified
There are no items to display		

Study Identification Information
VIEW000072
This is the first step in your Human Research Application. You will automatically be guided to the appropriate forms needed to complete your submissions.

1.0 * **Full Title:**
Enter the full study title
A Sample Study to IRB II

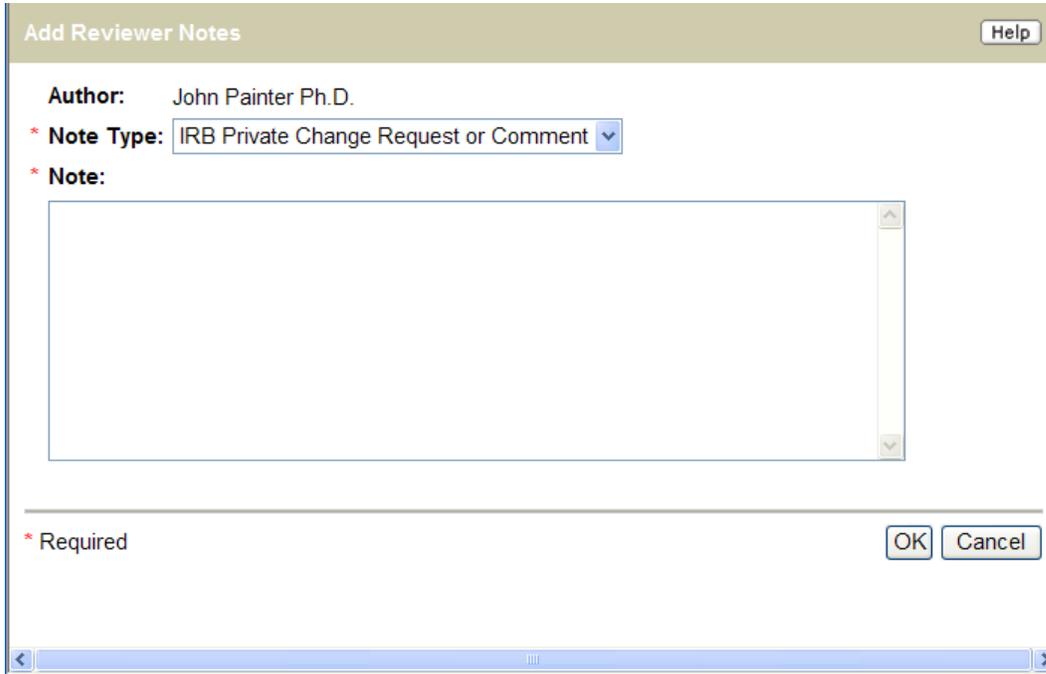
2.0 * **Short Title:**
Enter a short descriptive title for this study (65 characters maximum):
A Sample Study to IRB II

3.0 * **Briefly describe the scientific or scholarly rationale:**
(i.e. purpose of research)

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 Reviewer Notes Help

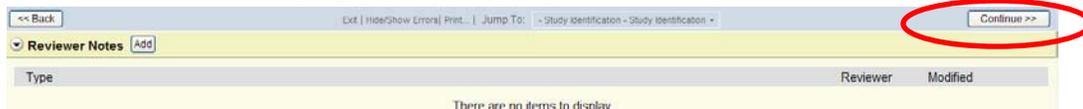
Author: John Painter Ph.D.

* **Note Type:** IRB Private Change Request or Comment

* **Note:**

* 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

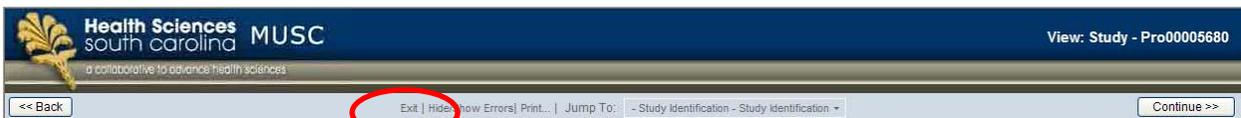


<< Back Exit | Hide/Show Errors | Print... | Jump To: - Study Identification - Study Identification - Continue >>

▼ Reviewer Notes Add

Type	Reviewer	Modified
There are no items to display		

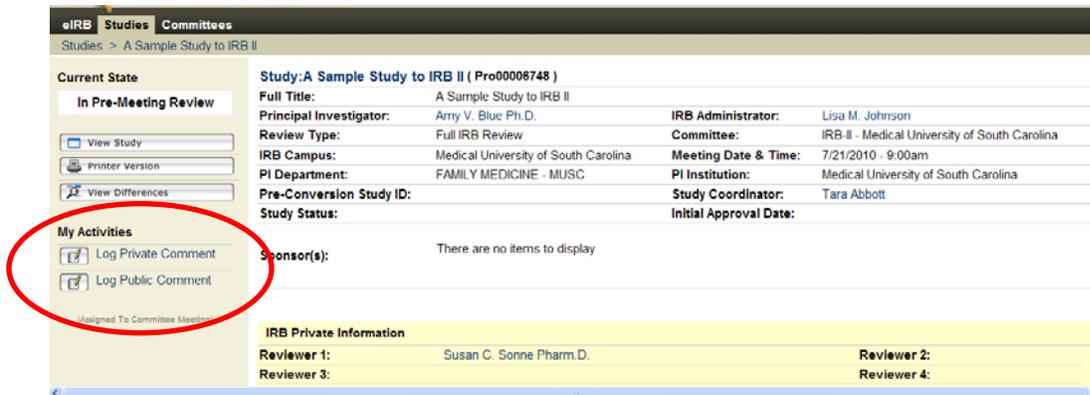
13. To Exit from the Smartforms, click Exit



Health Sciences south carolina MUSC View: Study - Pro00005680

<< Back Exit | Hide/Show 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



eIRB **Studies** Committees

Studies > A Sample Study to IRB II

Current State

In Pre-Meeting Review

View Study
Printer Version
View Differences

My Activities

Log Private Comment
Log Public Comment

Study: A Sample Study to IRB II (Pro00006748)

Full Title: A Sample Study to IRB II	IRB Administrator: Lisa M. Johnson
Principal Investigator: Amy V. Blue Ph.D.	Committee: IRB-II - Medical University of South Carolina
Review Type: Full IRB Review	Meeting Date & Time: 7/21/2010 - 9:00am
IRB Campus: Medical University of South Carolina	PI Institution: Medical University of South Carolina
PI Department: FAMILY MEDICINE - MUSC	Study Coordinator: Tara Abbott
Pre-Conversion Study ID:	Initial Approval Date:
Study Status:	

Sponsor(s): There are no items to display

IRB Private Information

Reviewer 1: Susan C. Sonne Pharm.D.	Reviewer 2:
Reviewer 3:	Reviewer 4:

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

Finalize Reviewer Notes - 1

NOTE: You have added 0 Reviewer Notes on the study. To log notes on this submission please view the forms and click 'Add' to create reviewer notes.

*** Reviewer's Recommended Motion:**

Name

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.

[Add](#)

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

*** Does this complete your review?**

Note: If this completes your review, this item will be taken out of your Committee Member inbox.

Yes No [Clear](#)



[OK](#) [Cancel](#)

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.