Investigator Submitter eIRB Quicksheet

SLU eIRB– Submission Quicksheet

1

Access the system at http://eirb.slu.edu. Log in using your SLU NetID and password (same information you use to log into your work computer or your MySLU account).

2

For best results . . . turn off pop-up blocker for eIRB, do not use the Internet browser back button to navigate, save frequently to avoid loss of information, watch the submission video, and read the help/instructions within the form or on the IRB website.

3

To get started: Click Create Protocol, enter study title, and choose the appropriate form. The user creating the form must be listed as PI or Admin Contact on the creation page.

As you complete the form:

Add members of the research team using the binoculars icon.
Navigate using the left blue bar menu or the previous/next buttons to the right.
Use the "Check for Completeness" feature to scan for any unanswered questions.
Read and answer questions carefully and make sure you've supplied all required information. Use the help icons throughout the form to understand ethical and application considerations for certain questions.
Upload all supplemental material in the "Attachments" section. **NOTE**: file document names for attachments WILL appear in the full IRB approval letter.

The PI must "sign" the form in the "PI Obligations" section before taking the next step.

4

Before the protocol can be submitted to the IRB it must receive up to 2 electronic signatures, based on IRB policies and requirements, which generally state:

ALL submissions must be signed by the Department Chair/Academic Advisor.
Every submission, **EXCEPT** Biomedical Exempt protocols & funded studies, must also be signed by a Scientific/PPC Reviewer (who can't be on the research team).

a. When the protocol is completed (and signed by PI), the PI (or any listed Admin Contact) must click "Submit Form" in the blue navigation menu. A window will open asking if you want to submit the form for Pre-Review. Click "Yes" to start.
b. Follow instructions on the screen to select your pre-reviewers. Pre-reviewers will need to be selected & assigned at the SAME time.
c. Click the button under the appropriate category to search for each pre-reviewer. If you are not sure who to select, department specific instructions are available on that page (for departments with established processes).

IMPORTANT: Be sure to check the pre-review checkbox for both reviewers (if applicable) or the review assignment will not be sent.

The protocol will be in view mode (cannot edit) until all pre-reviews are completed.
The PI (and Admin. Contacts) will get an e-mail notification when each reviewer has completed his/her review.
After the protocol is pre-reviewed, open in