

Pre-Reviewer eIRB Quicksheet

Department Chair/Academic Advisor or Scientific/PPC Reviewer

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, watch the [how-to video](#), refer to the [full pre-reviewer user guide](#), and read the instructions within the system or on the [IRB website](#).

3 Each designated Pre-Reviewer (Department Chair/Advisor **OR** Scientific/PPC Reviewer) will get an e-mail notification stating that the protocol is ready to be reviewed once the PI or Administrative Contact has selected and assigned pre-reviewer(s).
The e-mail notification will contain the system website link, Protocol ID #, and Principal Investigator (PI) name/department. The assigned protocol can be located on your eIRB dashboard in the “Pre-Approvals” section (in the middle).

To complete the pre-review (instructions apply to both reviewer types):

a. Click on the Protocol ID link to view the protocol and its attachments.

Pre-Approvals			
Protocol ID	Principal Investigator	Department Name	Protocol Event
20184	Fink, Melissa	Office of Research Integrity	Receipt of Protocol

b. Click the Protocol Event status “Receipt of Protocol” to start the comment process.

Department Chair/Advisor

By clicking the approval box, below, you indicate that the Principal Investigator of this protocol has the requisite funding, credentials, training, and any necessary hospital privileges (if needed) to complete the research. You also assure that there are sufficient resources to complete the research, and that the proper oversights are in place to carry out all procedures involved in the protocol.

I Pre-Approve the protocol I do not Pre-Approve the protocol

Comments to PI

4 c. Add your comments/requests to the PI in the text box (box will expand) and mark whether or not you approve the protocol.

I Pre-Approve the protocol I do not Pre-Approve the protocol

Comments to PI

Write your pre-review comments here.

NOTE: If you select “I do not Pre-Approve the protocol” the PI will not be able to submit the application. If the PI wants to move forward with the study, the PI will have to clone the original protocol (creating an exact copy in a matter of seconds), view your comments and incorporate them into the newly cloned protocol. The pre-review process will then need to be repeated prior to submission to the IRB.

d. When you’ve finished making your comments and are ready to return the protocol to the PI approved (“signed”), click the button to finish.

Protocols will drop from the “Pre-Approvals” section of your dashboard when you complete your review. Department Chairs/Advisors listed in the Personnel Information section will continue to see the protocol in the “In Preparation” section.

For assistance, please contact the IRB Office at (314) 977-7744 or irb@slu.edu