eIRB Training – Department/Division Chair Approvers

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Note: most departments/divisions list two approvers. Only one approver must return/approve each submission. Once the submission is returned/approved it will no longer appear in the other approver's queue.
1. Log into eIRB.med.cornell.edu or visit eIRB via webvpn.med.cornell.edu if offsite
2. Click on ‘My Approval Required’
3. Click on a protocol in the queue. The next page to appear will show the routing for a protocol. Your name will appear under ‘Department or Division Chair’ with ‘waiting for approval’ next to your name. If you need to review the protocol, please click on ‘protocol details’.

After reviewing the protocol, please click on ‘My approval required’ on the lower left-hand side and click on the protocol from the queue once more, or click the browser arrow to go back.
4. Approval: Once back in the routing screen, if you have determined the protocol can be approved (i.e. can be sent to the IRB Office for review), please click ‘approve submission’.

The next screen will show an area for comments and attachments. You do **not** need to add a comment or attachment to approve the submission in routing (i.e. send to the IRB office for review), however you can add a comment or upload an attachment if you wish. If an attachment is added, please also add a comment indicating a document can be found in the “Where is My Protocol” section in the eIRB protocol next to your name. **Note:** these comments and attachments will be visible to both the IRB Office and the protocol
investigators. When ready, please click ‘approve’.

Once approved, it will return to the routing page, where you will now see ‘approved’ noted next to your name. You can now return to ‘My Approval Required’ to view other protocols in your queue or exit eIRB.
5. Return Submission: Once back in the routing screen, if you have determined the protocol should not be sent to the IRB Office for review, because you have questions or concerns, please click ‘Return submission’.
Please enter comments indicating why the protocol is being returned and click ‘add’

Once a comment is entered, please click ‘add’. If you decide you want to remove the comment (and enter a new one), please click the remove button. Once a comment has been entered and added, please click ‘return’.

**Note:** these comments and attachments will be visible to both the IRB Office and the protocol investigators. If an attachment is added, please also add a comment indicating a document can be found in the “Where is My Protocol” section in the eIRB protocol next to your name.

Once returned, the website will bring you back to the routing page, where you will now see ‘returned’ noted next to your name. You can now go back to ‘My Approval Required’ to view other protocols in your queue or exit eIRB. Once the investigators resubmit the protocol, the protocol will again appear in your queue, and you will receive an automated email indicating the study is awaiting your approval.