

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 youwork 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 [eIRB 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.

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

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

NOTE : If you select “I do not Pre-Approve the protocol” the PI will not be able to submit the application. If th