# Working with a new study application

The Approver role in the eIRB system is the used by Dept/Div Approvers, Faculty Advisors, Ancillary Committees (CTRC and HESC) as well as Oversight Committees (EHSO and COI). This role allows users to send a study back to the study team for changes and to approve the study which moves it along in the process.

The document refers to the Dept/Div Approvers, but the steps are the same for all approvers.

1. Open your web browser and navigate to  [http://eresearch.emory.edu/emory](http://eresearch.emory.edu/emory)  
   Login with your username and password.

2. In your personal folder, Study Staff should show in the My User Roles section.

3. To view a new study, click the [My Inbox](#) [IRB](#) [Reports](#) in the middle of the workspace.
   - This will show a list of all items awaiting approval.
   - Click on the name of the study. This will open the study workspace.

4. To open an existing study, click on the name:  

5. In the study workspace, click the [View Study](#) icon to open the smart form

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*eIRB location:*  [http://eresearch.emory.edu/emory](http://eresearch.emory.edu/emory)
application.

5. You may also click the **Printer Version** icon to open the entire application in a printable version.

9. All items associated with the specific study will appear in the study workspace.

10. The **History** tab shows all activities that have occurred and who completed the activity.

11. **My Activities** Lists available activities and is on the left side of the study workspace.

12. The activities available is determined by the **Current State** of the study:
   - If the study is in the **Department Review** state, the Approver will see the following activities.
     - **Changes Requested by Department Reviewer** - this opens a dialog box that will allow you to enter information or upload a document and then return the study to the study team.
     - **Issue Departmental Approval** - this opens a dialog box that will allow you to enter information or upload a document. *This activity takes the place of your handwritten signature and becomes your electronic signature.* Once approved, the study goes to the next step in the process.
     - **Log Comment To Study Team** - this opens a dialog box that will allow you to enter information or upload a document. It then creates a record in the history with the comment and/or document attached.
     - **Log Comment to IRB Staff** - this opens a dialog box that will allow you to enter information or upload a document. It then creates a record in the history with the comment and/or document attached.