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
2. Login with your username and password.
3. In your personal folder, Dept/Div Approver should show in the My User Roles section.
4. To view a new study, click the “My Inbox” tab 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.
5. In the study workspace, click the View Study icon to open the smart form application.
6. You may also click the Printer Version icon to open the entire application in a printable version.
7. All items associated with the specific study will appear in the study workspace.
8. The History tab shows all activities that have occurred and who completed the activity.
9. The available activities are listed on the left side of the study workspace.
10. The activities available is determined by the State of the study;
   - 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.