Working with a Review of a Letter

This document describes the letter review process for Designated Reviewers. This role allows users to review decision letters for Studies, Amendments, Continuing Reviews, Reportable Events and Terminations where they have been assigned as Designated Reviewers.

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

2. In your personal folder, Committee Member should show in the My User Roles section.

3. To begin a review of correspondences, click on the item name in the middle of the workspace in the “Items Awaiting Correspondence” tab.

4. On the “History Tab” you will see the Activity “Prepare Letter To PI”. Click the link for View “Correspondence Letter”.

eIRB location: http://eresearch.emory.edu/emory
Once you have reviewed the correspondence, either view the letter or request changes to the letter.