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 Termination where they have been assigned as Designated Reviewers.

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, Committee Member should show in the My User Roles section.

4. To begin a review of correspondence, click on the item name in the middle of the workspace in the “Items Awaiting Correspondence” tab. This will open the workspace (Study, Amendment, Continuing Review, and Reportable Event).
5. On the “History Tab” you will see the Activity “Prepare Letter to PI”. Click the link for “View Correspondence Letter”.

6. Once you have reviewed the information included in the letter, either “Request Changes to the Letter” or Send “Correspondence to Study Team”.

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eIRB location: http://eresearch.emory.edu/emory