Working with a new study application

The main role in the eIRB system is the Study Staff role. This role allows users to utilize the “Create Study” activity, edit study forms, submit changes to existing study forms, and to create Amendments, Continuing Reviews, Reportable Events and Termination for studies that have been approved in the system.

1. Open your web browser and navigate to 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 create a new study, click on the left hand side of the workspace.
   - This will open the SmartForm questionnaire
   - Complete the required items on the first page (Title, Short Title, and PI Name) and then click either Save at the top of the form or Continue >> at the top right or bottom right.
   - This will create the study record. You can continue with the SmartForm questionnaire or close out and return to it later.

4. Existing studies, amendments, continuing reviews, reportable events or terminations that have not been submitted or have been returned for changes will appear in the My Inbox IRB Reports tab.

5. All existing studies, amendments, continuing reviews, reportable events and terminations regardless of the state will appear in the My Inbox IRB Reports tab.

eIRB location: http://eresearch.emory.edu/emory
### Instruction Sheet for Study Staff

**6.** To open an existing study, click on the name: **Test #1 on 2-23-06 created for amendment testing - Exempt**

**7.** In the study workspace, click [View Study](#) or [Edit Study](#) to open the smart form application.

**8.** You may also click [Printer Version](#) to open the entire application in a printable version.
   - The options to **View Study**, **Edit Study** and **Printer Friendly Version** operate the same in each of the sections Study, Amendment, Continuing Review, Reportable Event and Termination.

**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 **Pre Submission** state, the PI will see the activity.
   - If the study has been returned for changes, the activity [Submit Changes](#) will be available.

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