**Personal Folder Elements**

**Folder for IRB-PI-1 Emory**

Welcome to your Personal Folder, the central resource for managing your Study applications. Use the following guidelines to process your Studies:

- Process all submissions in your Inbox. Items appearing here require immediate action by you to speed your submission through the review process. The system will automatically notify you when action is required by you.
- Monitor the progress of your IRB submissions (Studies, Continuing Reviews, Amendments, Reportable Events, and Terminations) using the IRB tab.
- The Report tab provides standard system reports that can be exported to Excel.

**My Inbox**

This tab displays all IRB Studies, Amendments, Continuing Reviews, Reportable Events and Terminations which currently require you to perform an action. Click on the items for more information.

**Top Navigator Bar - Top right hand corner**

- Your Name: Access/Modify personal contact information. Change password.
- My Home: Your personal folder (this page).
- Logoff: Ends your eIRB session.

**My User Roles - Left side**

- Your “Roles” in the system will show here. You may have multiple roles in the system.

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**eResearch at Emory/eIRB**

**Study Staff Workspace**

eIRB location:  http://eresearch.emory.edu/emory
Tabbed Area - Middle of screen

- **Inbox:** Displays all "projects" (Study, Amendment, Continuing Review, Reportable Event, Termination) that require action from the study staff.

  - *Projects* are related to Study, Amendment, Continuing Review, Reportable Event, Termination.

- **IRB:** Lists all "projects" you are associated with in all "States".

  - *Projects* include IRB Studies, Continuing Reviews, Amendments, Reportable Events and Terminations regardless of the state of the project.

- **Reports:** Standard reports will be provided (ex: Studies Due to Expire).

  - *Projects* include details about Studies, Amendments, and Continuing Reviews.

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**Tabbed Area - Middle of screen**

- **My Inbox**
  - Filter by ID, Name, Date Modified, Type, Owner, State, Last State Change.
  - **Projects** include:
    - Pro00000323: User can be PI, Co-I or SC. Created study with IRB PI/4 with role as Ce-I.
    - Pro00000322: User can be PI, Co-I or SC. Created study with IRB PI/4 with role as Ce-S.
    - Pro00000300: For step-by-step.

- **IRB**
  - Filter by ID, Name, Date Modified, Owner, State.
  - **Projects** include:
    - IRB: Pro00000387: 4-13-06 Test History (4/13/2006 6:00 PM, Pre Submission)

- **Reports**
  - Filter by Name, Result Type, Description.
  - **Projects** include:
    - rIRB_AM: Expedited Amendments Approved in Last 30 Days
    - rIRB_CR: Expedited Continuing Reviews Approved in Last 30 Days
    - rIRB_Study: Exempt and Expedited Study Approvals in Last 30 Days
    - rIRB_Study: Full Board Study Approvals in Last 30 Days
    - rIRB_Study: Studies Due To Expire within 60 days

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