Non-Committee Member Submission Review

- You will receive an e-mail notifying you that you have an eResearch Application: Review Required.
- Access the submission to be reviewed via the e-mail.
- Accessing the submission via e-mail is the easiest and most efficient way to conduct the review.

E-mail Link

1. **At To access this review, click this link:,** click the review number.

   **Notes:**
   - If the notifications you receive from the eResearch system contain broken links, you may need to reconfigure your email client to display HTML-formatted email.
   - If you use Groupwise email, click on the link below and follow the steps to view current mail as HTML.
   
   http://www.umich.edu/~eresinfo/notifications.htm
   - If you use another email client, contact your system administrator for assistance.

Log into eResearch

1. Enter your eResearch **Login ID** and **Password**.
2. **Click Log In.**
4. The current state is **Initial Review**.

5. **Submission Information** displays the following:
   - **Submission ID & Submission Title** – Displays the ID and title of the submission.
   - **Submission Status & Inbox Staff Notes** – Displays the status of the submission and any Inbox Staff Notes.
   - **Parent Study ID & Parent Study Title** – Displays the ID and Title of the Parent Study.
   - **PI & Staff Owner** – Displays the Primary Investigator and Staff Owner of the study.

6. The following Tabs are available:
   - **Correspondence** – Displays all Correspondence on the study.
   - **All Reviews** – Displays all reviews on the study.
   - **Change Tracking** – Displays the Reviewer Checklist Change Log.

7. **Submit Reviewer Checklist** is used to submit the Reviewer Checklist after the review has been completed.

8. Click **Edit Reviewer Checklist** to begin the review of the submission.
9. The **Reviewer Checklist** appears.

10. Review the submission according to your specific committee guidelines.
   
   - For GCRC, see [GCRC Committee Member Review](#).
   - For PRC, see [PRC Committee Member Review](#).
   - For IRB, see [Full Committee](#).