Quick Reference Card for Reviewers

Login from eResearch Homepage
1. Go to [http://eresearch.umich.edu](http://eresearch.umich.edu).
2. Click Login in the Animal Management box.
3. Enter your Login ID (uniqname or Friend ID) and your password.
4. Click Login.
   Your Home Workspace opens.

If you have multiple roles, select the appropriate Reviewer role.

Add Reviewer Questions
After clicking View Application from the application workspace,
1. Review the page.
2. Click Add.
3. Enter questions in the Note field.
4. Click OK.
5. Navigate to the next page for review.
6. Click Finish from the last page in the application or Exit from any page to return to the application workspace.

Submit Review With Questions
After reviewing the application and adding all relevant questions:
1. Click Finish from the last page in the application or Exit from any page to return to the application workspace.
2. Click the Submit Review with Questions activity.
3. Click OK.

Approve Without Questions
After reviewing the application pages, and/or view differences for subsequent reviews:
1. Click Finish from the last page in the application or Exit from any page to return to the application workspace.
2. Click the Approve Without Questions activity.
3. Click OK.

“Approve Without Questions” means you don’t need to see the application again unless there are further changes made as a result of other reviewer questions.

Interject a Review
You can add yourself as a reviewer to any application by interjecting a review. This process is not reversible. Once you are added as a reviewer, you must participate in all review cycles.
1. From the application workspace, click the Interject a Review activity.
2. Click OK.

Important!
You must click the Submit Review with Questions activity in order to complete your review. Your notes are published upon completion of the activity and other Reviewers and the ACUO RCA can view published notes.

Need Help?
Project information, FAQs, Contact Us link [http://www.umich.edu/~eresinfo/am.html](http://www.umich.edu/~eresinfo/am.html)

Training (Online training, step-by-step procedures) [http://www.umich.edu/~eresinfo/eram/training.html](http://www.umich.edu/~eresinfo/eram/training.html)

ITS Service Center (for technical support)
Phone: (734) 764-4387 (4-HELP)
4Help@umich.edu [http://its.umich.edu/help](http://its.umich.edu/help)

Animal Care & Use Office
Phone: (734) 763-8028
Fax: (734) 936-3234 [http://animalcare.umich.edu/](http://animalcare.umich.edu/)

Note: Review of an amendment is performed in the same way as the review of an application. Activities are conducted from within the Amendment workspace.

1. From your Reviewer Home Workspace, click the Application number or Application Title that you wish to review.
2. Click View Application.
3. Add Reviewer Notes at the top of each page where you have comments or questions.
4. Click Exit to return to the Application workspace.
5. If you have not entered any Reviewer Notes (i.e., had no questions or comments on any page), click the Approve Without Questions activity.

Important! Use navigation within eResearch & not your Web Browser (back & forward buttons). Web Browser navigation causes errors & you may lose your work.

1. Save - Saves current page.
2. Exit - Returns you to Application/Protocol Workspace.
3. Hide/Show Errors - Not applicable for reviews.
4. Print - Prints individual page of the Application/Protocol.
5. Continue - Saves & moves you to the next page.

Use the Jump To: menu at the top of each page to move to any page in any section of the Application/Amendment.