Non-Committee Members (Ad-Hoc Reviewers) asked to review an eResearch submission will be notified via email. The email notification will contain a link to the submission requiring review. It is recommended that Ad-Hoc Reviewers access eResearch submissions assigned to them via this email link.

Email Notification

1. Locate the To access this review, click this link section of the email notification.
2. Click the Review Number link.

Log into eResearch

3. Enter your UMICH Login ID and Password on the Weblogin page.
4. Click Log In.

The Submission Review Workspace opens.

The State of the submission is Initial Review.

5. Click Edit Reviewer Checklist from the Activities menu to begin the review of the submission.
6. Review the submission according to your specific committee guidelines.

**Note:** There are a number of required actions/activities that must be completed once the Reviewer Checklist is opened. Click the applicable link below for detailed instructions/guidelines for completing and submitting reviews.

- For PRC, see [PRC Committee Member Review](#).
- For IRB Core Committee Member/Reviewers, see [IRB Core Committee Review](#).
- For IRB Staff, see [Submission Review Quick Reference](#).