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 Department Reviewer.

Conduct a Review (Overview)

**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 Department Reviewer Home Workspace, click the Application number or Application Title that you wish to review.
2. Click View Application.
3. Complete scientific merit review.
4. Click Exit to return to the Application workspace.
5. Complete the Submit Department Review activity.

Submit Department Review

1. From the application workspace, click the Submit Department Review activity.
2. Select Yes or No to indicate approval.
3. Attach documents if applicable.
4. Add Comments and click OK.

Email Notifications

- You will receive an email notification when an application or amendment requires department review.
- Add [eresearch@umich.edu](mailto:eresearch@umich.edu) to your address book/contacts so messages are not sent to junk or spam mail.
- **Warning plain text email system users e.g., Group-wise!**
  - Enable html messages—because eResearch sends html messages. You must view as html to view links to applications, protocols, amendments, etc.
  - Forwarding an email using a plain text email system breaks links to eResearch system.
  - Forwarding an email message does NOT give access to eResearch. Person must be listed on the project or be a Department Reviewer.

Navigation Using Jump To

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

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