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 **Reviewer**.

**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.

**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 UCUCA RCA can view published notes.

**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.

**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.

"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**.

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

**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.