Login from eResearch Homepage

2. Click Login in the eRAM box.
3. Enter your Login ID (uniqname or Friend ID) and your password.
4. Click Log In.
   Your Home Workspace opens.
   If you have multiple roles, select Department Reviewer.

TIP:
- If you require an account, please contact the ACU Office.

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 to your address book/contacts so messages are not sent to junk or spam mail.
- **Warning plain text email system users**
  - Enable 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 eRAM. A 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