Quick Reference Card for Reviewers

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 the appropriate Reviewer role.

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

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. See Format for Reviewer Questions for suggested format.
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.

Approve Without 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.

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.
6. If you have entered Reviewer Notes, click the Submit Review With Questions activity.

Conduct a Review (Overview)

Important! Use navigation within eRAM and not your Web Browser (back & forward buttons). Web Browser navigation can cause errors, and 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 and moves you to the next page.
6. Jump To – Move to any page in any section of the Application/Amendment.

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.

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.

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1. Save - Saves current page.
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3. Hide/Show Errors - Not applicable for reviews.
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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.

This activity adds you to the set of assigned reviewers, allows you to add reviewer questions, and submit a review.
Other Reviewer Tasks and Topics

View Differences

This option provides the ability to:
- Navigate to only the pages where changes have been made.
- Add reviewer questions.
- View published ACUO questions, all published reviewer questions, and PI responses.
- Compare versions from each round of changes. Recommended option when conducting follow-up reviews

This is the recommended option when conducting follow-up reviews.

Format for Reviewer Questions

Reviewer Questions are added by page and not by question or section. By using the suggested format outlined below, the assigned RCA is better able to identify the exact context of the reviewer’s questions.

Begin the draft Reviewer Question with reference to:

**Species Name** (if applicable) / **Procedure Name** (if applicable) / **Application Question or Section**: your text, questions, comments, request for clarification.

Email Notifications

- Add **eresearch@umich.edu** to your address book/contacts so eRAM system 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 eRAM system.
- Forwarding an email does NOT give access to eRAM. A person must be listed on the project or have a review or view role in eRAM.