Module 1: Core Committee Staff Basics

Guide Introduction

This guide provides procedures that Core Committee Staff members will use to manage submissions for human subject research in eResearch.

This document is divided into several modules that will help you manage submissions for human subject research in eResearch.

Module 1 Objective:
Covers basic information that Core Committee Staff need to understand before working in eResearch to manage human subject research submissions.

Refer to the table of contents below for the topics covered in Module 1.

Table of Contents

Approval and Expiration Dates

The following table details how approval and expiration dates are set in eResearch.

Review Type	System Action	Approval Date	Expiration Date
Full Committee	Record Committee Decision	Date of Meeting	Approval Date + Approval Period – 1 day
Expedited	Submit Reviewer Checklist	Date reviewer submits review with a review determination of Approved or Approved with Contingencies	Approval Date + Approval Period – 1 day or Other Date specifically entered by the reviewer
Administrative or Expedited - Exempt	Submit Reviewer Checklist	Date reviewer submits review with a review determination of Exempt	No Expiration Date Set
Administrative or Expedited - Not Regulated	Submit Reviewer Checklist	Date reviewer submits review with a review determination of Not Regulated	No Expiration Date Set
	Edit Approval Period	Specific Date entered by Core Staff	Specific Date entered by Core Staff

Automatic Notifications

eResearch automatically notifies Study Teams of:

- Upcoming expiration at 90, 60, and 30 days prior to expiration.
- When the study expires.

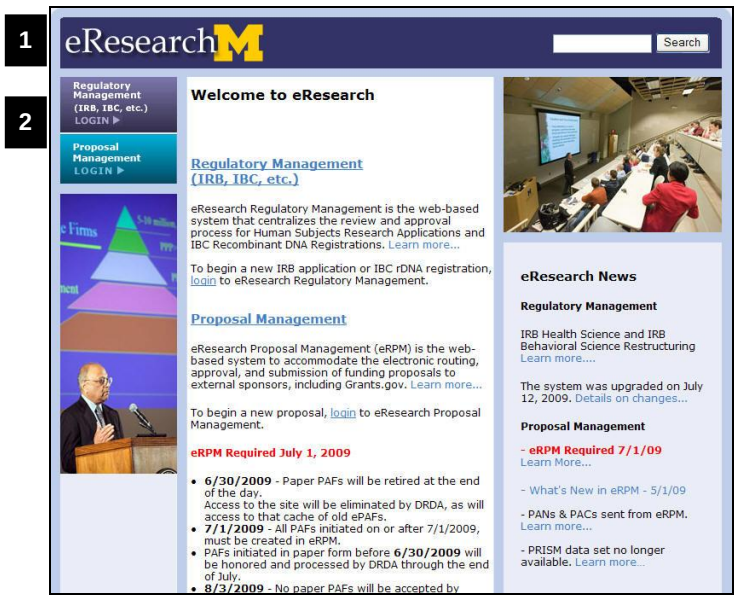
Logging into eResearch

eResearch is accessed at http://eresearch.umich.edu.

Important Information

- For more information on how to obtain a uniqname and a UMICH Kerberos password, go to: www.itd.umich.edu/help/faq/uniqnames.
- eResearch supports the following system configurations:
  - Windows 2000 or Windows XP and Internet Explorer 6.0
  - Macintosh OSX and the Safari
- For optimal viewing, the recommended screen resolution size is 1024 x 768 or higher.

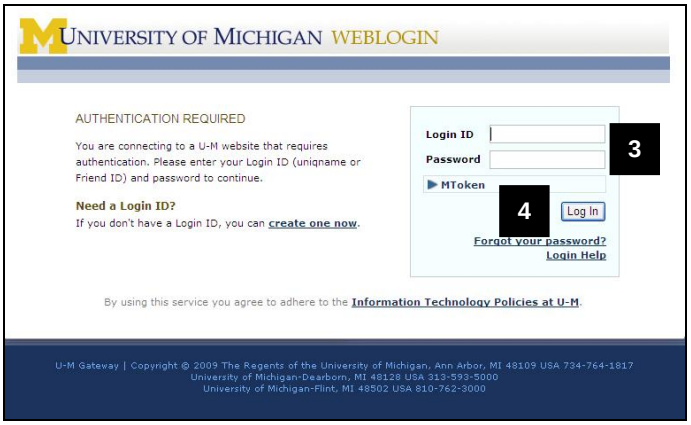
eResearch Home Page



1. Go to **http://eresearch.umich.edu/**.
2. 

Click .

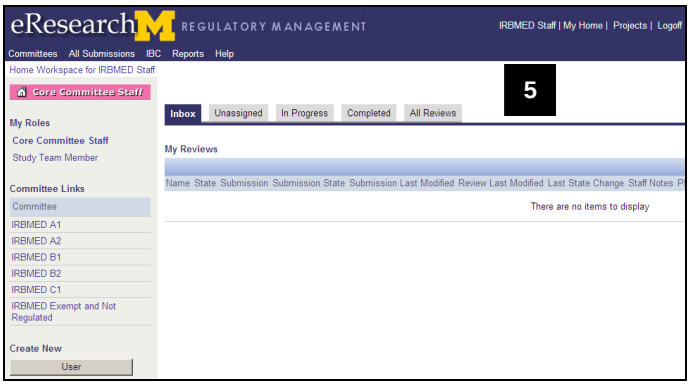
Cosign Login



3. Enter your **Login ID** and your **Password**.
4. Click 

.

eResearch Home Workspace



5. eResearch opens and displays your **Home Workspace**.

Using the eResearch Home Workspace

eResearch Home Workspace

1. Verify that 

is displayed on the home workspace.

   Note: If Core Committee Staff is not displayed, click the **Core Committee Staff** link under My Roles.

2. Your **Home Workspace** displays all the eResearch submissions associated with you, organized by status (Inbox, Unassigned, In Progress, Completed, and All Reviews).
   - Submissions can be accessed by clicking the appropriate tab for each category.
   - Submissions that require action appear under 

.

   Note: New submissions will not appear in the 

unless you are assigned as the owner and you are required to take some action.

2. Individuals with multiple roles in eResearch, such as Core Committee Staff and Study Team Member, can select the appropriate role under **My Roles**.

3. Click 

to display submissions that require action by you.

4. Click 

from any page in eResearch to return to your **Home Workspace**.

5. Click 

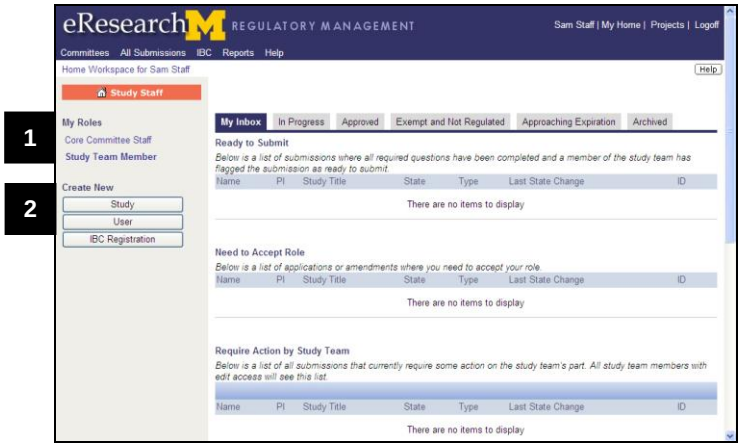
to exit eResearch.

Adding New User

Tip: The easiest way to add a new user is to have the person requesting access log into eResearch.

- If you need to add a new user, you will need the user's uniqname, first and last name, and email address.

eResearch Home Workspace

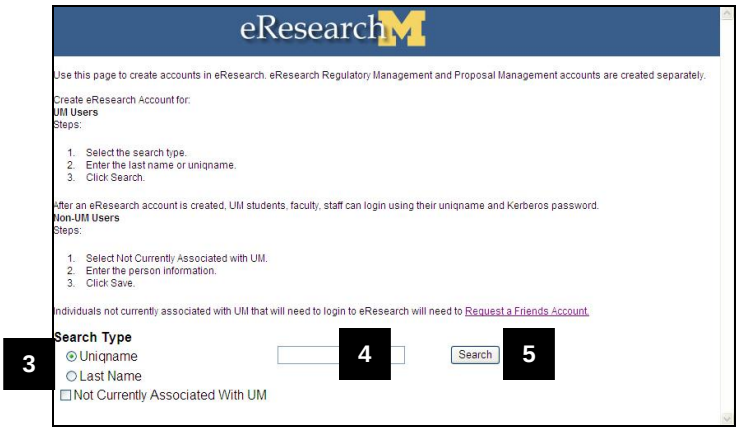


1. Select the **Study Team Member** role.

   Note: Study Staff appears.

2. Click User.

New User Request

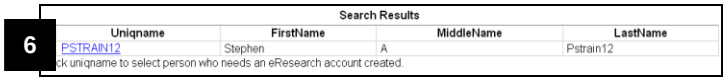


3. If the new user is affiliated with UM, select the **Uniqname** radio button. If not, skip to step 9.
4. Type the user's uniqname in the Uniqname field.

   Note: You can also search by the user's last name by selecting the **Last Name** radio button and typing his/her last name in the field.

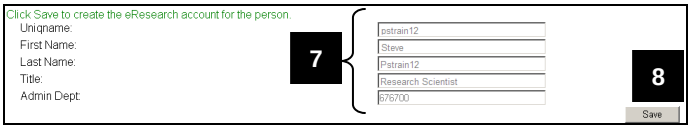
5. Click Search.

New User Request



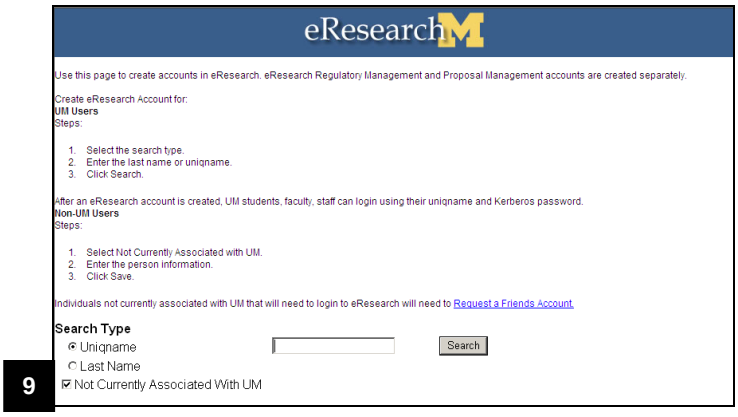
6. Click the new user's uniqname in the **Uniqname** field.

New User Request



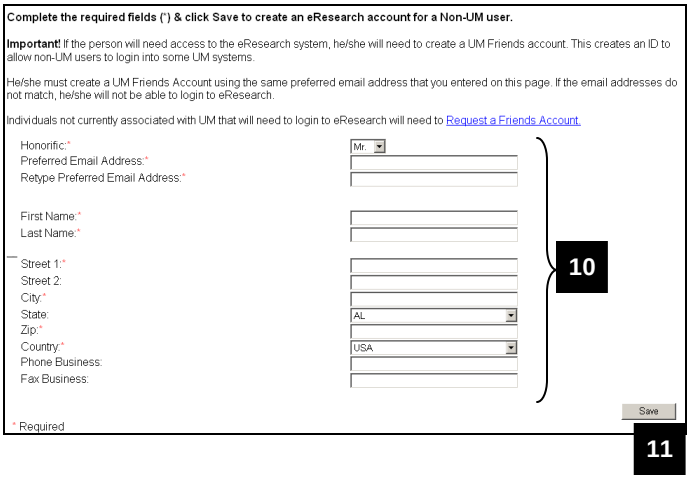
7. Confirm the information listed is correct for the new user.
8. Click Save and you are finished.

New User Request



9. If the user is not affiliated with UM, turn on the **Not Currently Associated with UM** check box.

New User Request



10. Enter the new user's contact information.
11. Click 

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