DEPARTMENT CHAIR GUIDANCE
Reviewing a Study for Administrative Approval in eIRB

There are three steps for department chairs in approving IRB submission of new studies (formerly "Administrative Certification") in the eIRB system:

- Access the study
- Review the submitted study
- Submit the review

STEP 1: ACCESS THE STUDY

You will receive an email notification similar to the following format:

Notification of Ancillary Review

To:	**Francis Firth**
Link:	**STUDY000071**
P.I.:	**Anita Anderson**
Title:	**CHROME**

Description: An IRB submission has been assigned to you for ancillary review.

Click the link above to access and review the study.

Clicking on the blue link "STUDY Number" in the email takes you to the main study page. Log on with your standard KUMC username and password. Your view of the Study Summary Screen follows:

STEP 2: REVIEW THE SUBMITTED STUDY

You can see the documents uploaded for the study by clicking on the Documents tab. From this page, you can open any of the study documents: protocol, investigator's brochure, consent documents, etc.

You can also select the Printer Version on the left column, to see the details such as PI, funding source, study team, and internal reporting items. Hit "Close" to return to the Study Summary Screen.

STEP 3: SUBMIT YOUR REVIEW

After reviewing the documents, the Chair selects the "Submit Ancillary Review" in the left column of the main study page.

It will take you to the Ancillary Review page, shown below:

If scientific review is complete and the Chair is approving IRB submission:

The Chair completes the ancillary review and hits "OK."

If the Chair is submitting both the Scientific Merit Review and Departmental Approval:

The Chair saves the Scientific Review form to the desktop and completes it , found on the IRB website at:http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/forms.html   The form is uploaded in item 4. The Chair hits "OK" to submit.

Note that the History tab of the main study page now shows that the Ancillary Review has been submitted by Dr. Firth.

The IRB staff and the study team can see that the Ancillary Review is complete.