

## Departments We Serve

IRBMED administrative staff manages incoming applications by principal investigator's department and subject matter of the protocol.

The following are the departments we serve:

1. Geriatrics
2. Kinesiology
3. Neurology
4. Neurosurgery
5. Pathology
6. Obstetrics & Gynecology
7. Ophthalmology
8. Otolaryngology
9. Orthopedics
10. Physical Medicine & Rehabilitation
11. Surgery (Non Cancer)

**General, Orthopedic, Head & Neck, Pediatric and Plastic**

*IRBMED welcomes interested faculty to serve on the Board. If you are interested in serving a 3 year term, contact IRBMED Director, Jan Hewett via email or phone, [jhewett@umich.edu](mailto:jhewett@umich.edu), 734-647-7615*

## Meet Your Team

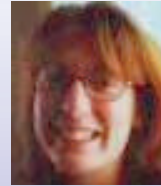
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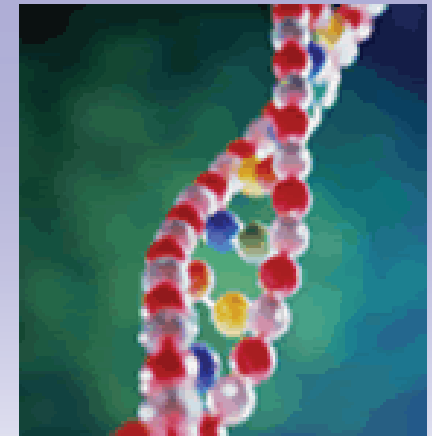
**Fax (734) 763-1234**

**<http://www.med.umich.edu/irbmed>**



# IRBMED

## Institutional Review Board for Human Subject Research



## Regulatory Team Working For You!

# Helpful eResearch Hints

## What is stacking?

Stacking refers to ordering versions of the documents uploaded into eResearch.

When a document already exists in eResearch, **always** use the **Edit** function to add new versions of the document. **Never** delete a previously approved document.

When a document is being uploaded into the eResearch application for the first time, use the **Add** function.

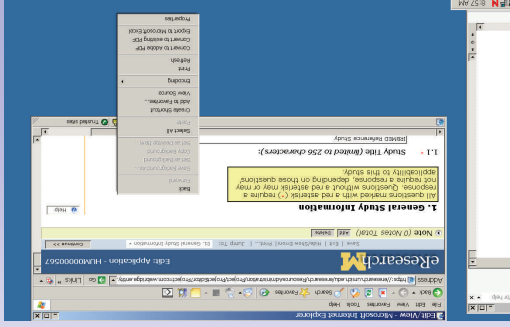
## Managing Documents

Always try to give logical titles to documents you upload into your eResearch application (e.g. MRI consent, HIV consent, etc). It makes it easier for you to discern what you have actually uploaded when you need to access the documents.

**NEVER** modify/edit the headers in the consent documents you upload into eResearch. Edited headers cannot be finalized in the eResearch process and often result in the application being returned to you and a delay in the approval process.

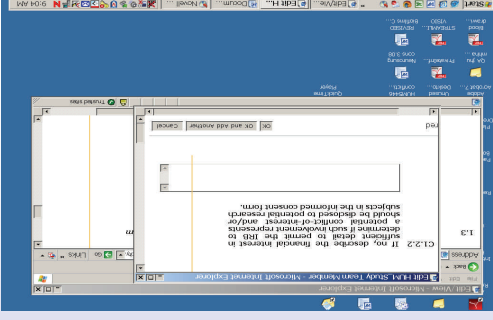
## Saving Frequently

When you are editing your application in eResearch, always **SAVE FREQUENTLY!** On all pages of the application, just below the eResearch M, you will see the following:



Click on the word “Save” a minimum of **once every hour** to ensure that your hard work is kept.

When you are working in a detail page (the page that pops up when you have to upload documents) or complete detail pages from within a section of eResearch, click on the **OK** box **at least once every hour** to save your work. **Never** use the **X** (close window) to close a page unless you want to discard any work not already saved.



## Understanding the status of your application

At the top of the page of each submission, there is a status bar to let you know the progress and location of your application. Depending on what, if any, ancillary committees your submission has to be reviewed by, the number of circles will vary. The color of the circles have the following meaning:

**Red Circle:** The application is in **your** hands and action is required by you. This includes the following states: **Pre-Submission**, **Changes Requested By Core Staff**, and **Contingencies Pending**

**Yellow Circle:** The application is in the process of being reviewed by an ancillary committee or the **Committee Staff Review**, **Core Committee Staff Contingency Review**, all “**Validate**” states, **Designated Reviewer Contingency Review**, **In Expedited Review**, **Full Committee and In Single Member Review**

**Green Circle:** The submission is approved!

