

Adding Your Faculty Advisor to the Routing Path

This document is for student researchers to include both undergraduate and graduate students. In this guide you will learn how to add your faculty advisor to the routing process of your submissions.

Think of the routing process as a series of checkpoints. Each time you send a submission to the IRB it must always stop and be checked by your faculty advisor. In order for it to move forward, each submission must be approved. This is true for any submission in the research process.

Submissions that are sent to the IRB without faculty advisor approval will be returned without review.

Routing Exception

If you are submitting a Response to Incomplete solely because of incomplete CITI training, you do not need faculty advisor approval.

If the Incomplete letter you received references **any other issues** in addition to CITI training, you **must** obtain faculty advisor approval.

STEP 1: Check Your CITI Training Status

Before you send any submission to the IRB Office, make sure that you and all key personnel have current CITI training. Training is valid for a three-year period after course completion. The **principal investigator** and **all key personnel** must complete CITI training before research begins.

The two courses that qualify for the CITI training are:

- (1) **Biomedical Research Investigators and Key Personnel**, and
- (2) **Social Behavioral Research Investigators and Key Personnel**

Other CITI Training Courses

The following courses **DO NOT** satisfy the CITI training requirement:

- Coursework Projects
- Students in Research
- Reference Resource
- ANY Responsible Conduct of Research

You and your personnel should take the course that is appropriate to your type of research.

If you or your personnel's CITI training has expired, you or your personnel must pass the appropriate refresher course. **All submissions** with incomplete or expired CITI training will be returned without review. You may check your current CITI training status by visiting <http://www.citiprogram.org>.

STEP 2: Login to eRA

1. Navigate to <https://era.cu.edu> in Internet Explorer.
2. Click the **Login** tab on the left side of the screen and enter your CU Identikey username/password, and select "Boulder" as the Campus.
3. Click the **Login** button.
4. Upon successful login, the **My Open Action Items** screen will appear.

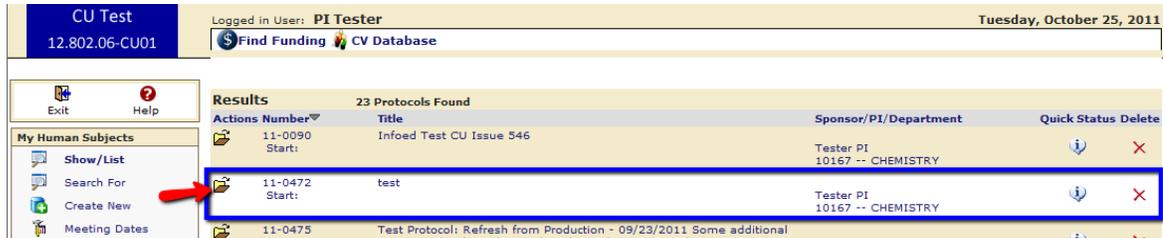
STEP 3: Locate the Existing Protocol

1. In the **My Open Action Items** screen, click the **My Human Subjects** tab in the menu on the left side of the screen.

- Under the **My Human Subjects** menu click the “**Show/List**” link. This will display the list of studies for which you are the principal investigator (PI).



- In the list, locate the study that you are routing. Click the icon to open the study.



- After opening the study, the **Submissions** screen for that study will be displayed. Here you will find a list of all the previous eRA submissions and the corresponding status.

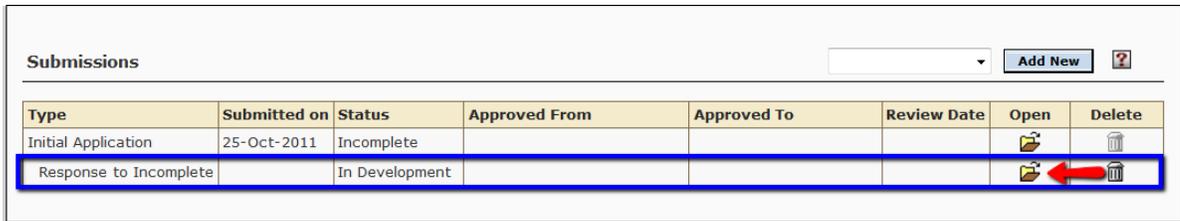


On this screen, open the submission that you need to route to your faculty advisor by clicking on the icon.

Response to Incomplete

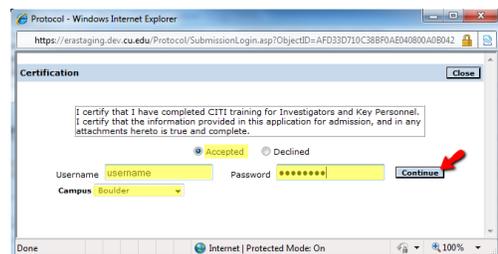
If you received an Incomplete letter from the IRB Office, you will need to create a Response to Incomplete submission. On this Submissions screen you will see a blue “**Respond**” link. Click this link to create a Response to Incomplete submission.

Alternately, if you have already created a Response to Incomplete submission, click the icon for your submission.

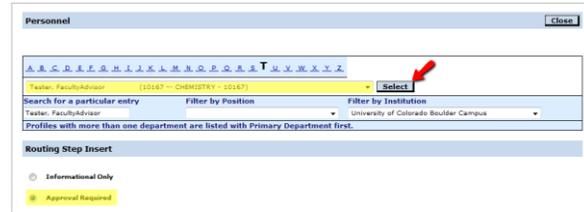


STEP 4: Route the Submission to Your Faculty Advisor

- Once you have accessed the appropriate submission, click the icon in the upper right corner of the screen.
- A new window will appear for you to verify that you have completed CITI training for Investigators and Key Personnel. If you meet this qualification, accept the terms and enter your (1) username, (2) password, (3) and select “Boulder” as your Campus. When you are finished, click the **Continue** button.



- The next screen is the **Route Path** screen. In this screen you can view the [routing history](#) and add your faculty advisor to the routing path of the submission. To add your faculty advisor, click the **“Add New Person to the Review Path”** link.
- A new window will open. Choose your faculty advisor’s name from the dropdown list and make sure the **Approval Required** option is selected. Click the **Select** button.

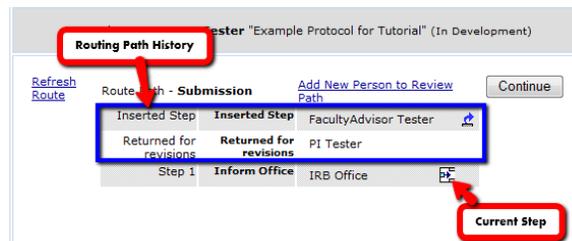


If successful, you will return to the **Route Path** window and your faculty advisor’s name will appear on the list as an **Inserted Step**. The listed step for your faculty advisor should always precede the Inform Office step.



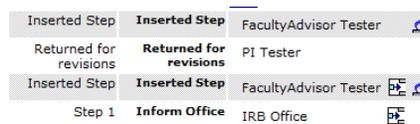
Understanding the Routing History

If this is not your first time routing your submission, your **Route Path** screen will show the **routing history** of the submission. The following screenshot is an example of a submission with routing history.



The top two entries are the history of the route. The last step is an action to be completed. Notice that this step shows the icon. This icon means that you can insert a step after that particular entry. Only pending routing actions will display this icon.

Remember—every time you send in a submission, it **must** go through your faculty advisor first. As such, the example above is incorrect because the submission should return to the faculty advisor **before** final submission to the IRB Office. The proper route path is shown in the following example:



In a nutshell...

- The routing path shows the routing history and future path.
- Look for the icon to identify current steps.
- Your faculty advisor’s name should always appear as an inserted step **above** the IRB Office.

- Confirm that the routing path is correct then click the **Submit** button (or the **Continue** button if you are sending a Response submission).

STEP 5: Verify the Route Path in the Routing Process Box

- After you click the **Submit** button (or the **Continue** button if you are sending a Response submission), the window will close. You will return to the **Components for <Type>** screen.
- Near the bottom of this screen, you will see the **Routing Progress** box. This box should show the updated route path if you have successfully sent the submission to your advisor. An email notification will be sent to your advisor and you informing both of you that your faculty advisor needs to review the submission.

Components for Response to Incomplete				Current Submission			
Form/Document Name	View	Status	Upload	Remove			
Survey #1 Survey		Completed					
Protocol		Completed			Mandatory		
Initial Application - eForm v3 Application Form		Completed					
Survey #2 Survey		Completed					
Consent Form		Completed					
Focus Group - Meeting Agenda Misc Documents		Completed					
Recruitment Advertisement Advertising		Completed					
Survey #2 Survey		Completed					

Routing Progress						
11-0300 - PI Tester "Example Protocol for Tutorial"						
Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert
Submission Final Review	Final Review	Inserted Step	FacultyAdvisor Tester	01-Nov-2011 1:27:01 PM	DisApproved - Changes Required	
Submission Final Review	Final Review	Returned for revisions	PI Tester	01-Nov-2011 1:32:46 PM	Informed -	
Submission Final Review	Final Review	Inserted Step	FacultyAdvisor Tester	01-Nov-2011 2:55:38 PM		
Submission Final Review	Final Review	Step 1 - Inform Office	IRB Office			

No comments have been recorded yet

Remember--your protocol has not been submitted to the IRB Office for review yet. Your faculty advisor must first review your submission before it moves forward.

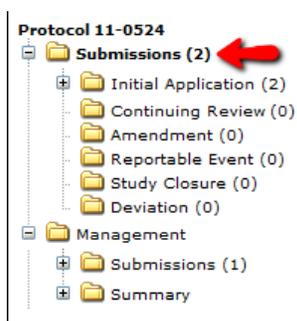
Understanding the Faculty Advisor Process

When your faculty advisor has made a decision you will be notified via email.

Your advisor has two options:

- Approve the submission**
If approved, the submission will be automatically routed to the IRB Office.
- Disapprove the submission**
If disapproved, you are required to make revisions to the submission and [re-route it](#) to your advisor for a new decision approval process.

You can check the status of a submission at any time by viewing the Submissions screen. To access this screen within an opened study, click on the top-level **Submissions** folder located on the left side of the screen. Status messages are listed in the table on the main screen.



STEP 6: Close the Protocol

1. Click the  icon in the upper left corner of your screen to close out of the study.
2. Click the  icon to log out of eRA.

If you would like to provide feedback regarding the use of eRA please take a moment to complete this anonymous [survey](#).