Completing a Faculty Advisor Review

As a faculty advisor you must review each submission that a student intends to send to the IRB Office. This document will guide you through the process of performing a faculty advisor review.

If you determine that a submission should be revised—even for a small change—you should select the Changes Required decision in order to return the submission to the student principal investigator (PI) for edits. If you approve a submission, it will automatically be sent to the IRB Office for review.

To review your responsibilities as a faculty advisor, please visit the IRB website.
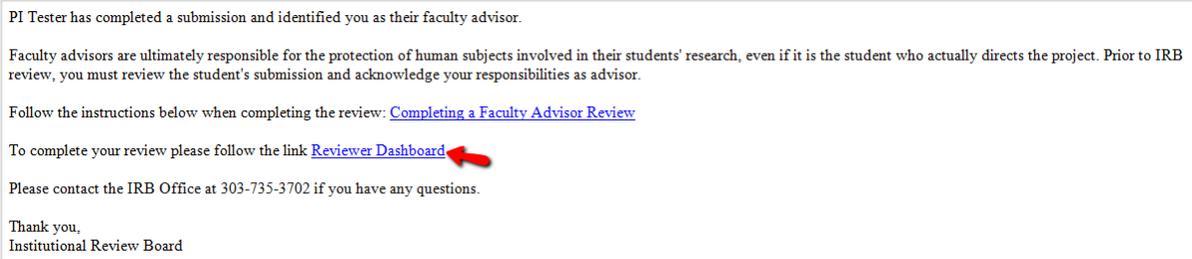
STEP 1: Open the Review Dashboard

There are two ways that you can access the Reviewer Dashboard:
- via Email Notification
- via eRA

Access Review Dashboard via Email Notification

When a student PI sends a submission for review, you will receive a notification email titled "Faculty Advisor Review Required" from irbadmin@colorado.edu.

1. You will need to sign into eRA if you have not done so already. In the email you received, click on the "**Review Dashboard**" link.

> PI Tester has completed a submission and identified you as their faculty advisor.
>
> Faculty advisors are ultimately responsible for the protection of human subjects involved in their students' research, even if it is the student who actually directs the project. Prior to IRB review, you must review the student's submission and acknowledge your responsibilities as advisor.
>
> Follow the instructions below when completing the review: Completing a Faculty Advisor Review
>
> To complete your review please follow the link Reviewer Dashboard
>
> Please contact the IRB Office at 303-735-3702 if you have any questions.
>
> Thank you,
> Institutional Review Board

Access Review Dashboard via eRA

To access the Reviewer Dashboard by logging into eRA you will need to know the **protocol number**. This number is a six-digit number presented in the following format: ##-####

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. On this screen you will see a list of submissions awaiting your review. Reviews that have now been completed will read "Advisor Review Required" under the Action Required column.
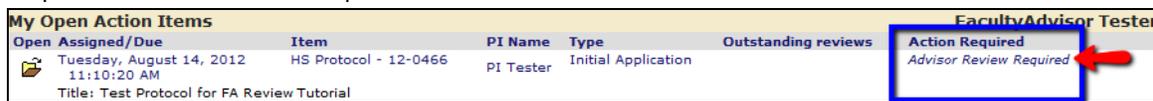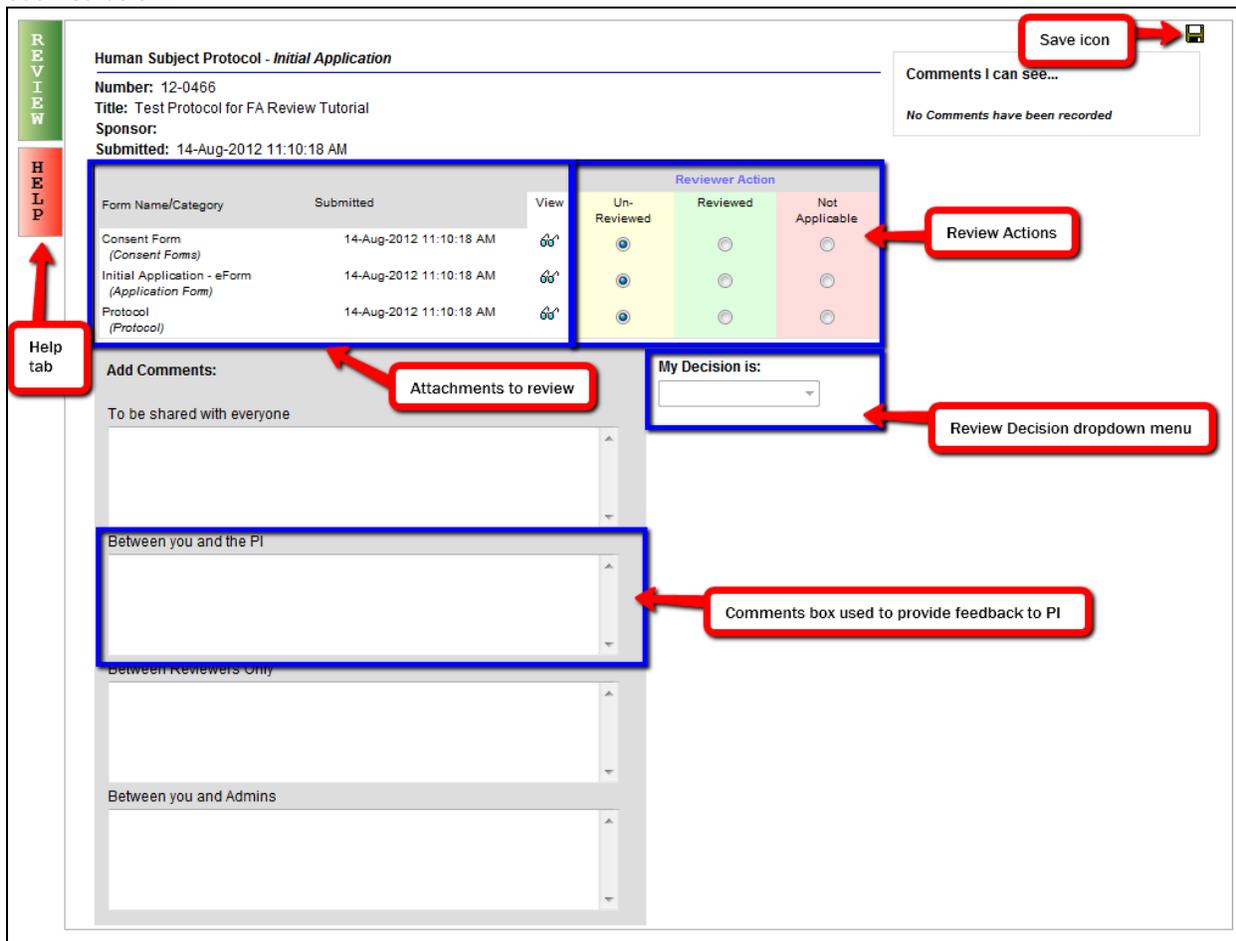
My Open Action Items					FacultyAdvisor Tester
Open Assigned/Due	Item	PI Name	Type	Outstanding reviews	Action Required
Tuesday, August 14, 2012 11:10:20 AM	HS Protocol - 12-0466	PI Tester	Initial Application		*Advisor Review Required*
Title: Test Protocol for FA Review Tutorial					

5. Locate the appropriate protocol number in the list of studies on this screen. Click the 📂 icon when you have found the desired study.

STEP 2: Complete the Review

When you open the study, you will see the Reviewer Dashboard. An explanation of the important icons and tabs is outlined below:

1. Review all attachments and select a Reviewer Action (either **Reviewed** or **Not Applicable**) for each file. Click the 💾 icon.
2. If you have comments for the PI, enter your comments in the "**Between you and the PI**" box. Click the 💾 icon.
3. Select a review decision from the My Decision dropdown menu. If you have not selected and saved a Reviewer Action for each document, you will be unable to select a decision. If your decision is "**Changes Required**" continue to Step 4. If your decision is "**Approved**" select the "**Accept**" or "**Decline**" radio button for the certification text.
4. Click the 💾 icon. A new window will open. Enter your CU Identikey, CU Password, and Select "**Boulder**" for the campus. Click the **Accept** button to complete the review.
5. You have completed the review. Close the review window. You will return to the **My Open Action Items** screen. Refresh your internet browser to update the list and confirm the review has been completed.
6. Click the Exit icon in the upper left corner of the screen to completely exit out of eRA.

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