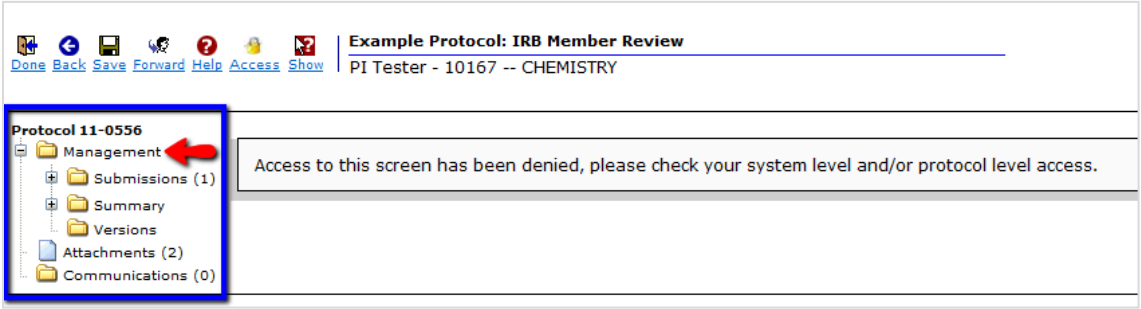
IRB Panel Member: Why Am I Denied Access to the Study File?

Sometimes you will received the following message:



This happens because eRA is trying to access the folders that are reserved for the Principal Investigator's use only. The Principal Investigator folders are located under the top-level **Submissions** folder. You ***will not*** see this top-level **Submissions** folder in your list.

As a **panel member reviewer**, you may access all of the study file information and attachments through the **Management** folder.

Use the folder structure on the left side of the screen to access the study file information and attachments. An overview of the folders available to you is listed below:

- **Management** – this is the parent folder where you, as the reviewer, are given access to the different components of the study and its submissions
    - **Submissions** – this folder is where each submission type is listed--each submission is contained within its own individual folder
    - **Summary** – this folder contains a summary of information pertaining to the study
    - **Versions** – this folder contains IRB-approved documents, if any exist; if the protocol is undergoing full board review you will also see the board meeting folder here
- **Attachments** – this folder contains all of the attachments and documents that are associated with the study
- **Communications** – this folder is a list of all of the letters sent from the IRB Office to the Principal Investigator or related personnel

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