Preface:

This guide explains how to complete a faculty advisor review. Faculty advisors must electronically review each submission that a student sends to the IRB Office. If you determine that a submission should be revised—even for a small change—you should select the Changes Required decision to return the submission to the student. If you approve a submission, it will automatically be sent to the IRB Office for review. You will be notified of a pending review via an automated email from the IRB. However, even if you do not receive a notification, if you have been assigned a review, it will be available in the eRA system as described below. To review your responsibilities as a faculty advisor, visit the Roles & Responsibilities page of the IRB website.

If you encounter problems in the eRA system, such as error messages or performance issues, please contact the eRA Helpdesk at erahelp@colorado.edu.
1) Login to eRA InfoEd and Open the Review Dashboard:

**Step 1:** Go to https://era.cu.edu/login.asp

**Step 2:** From the dropdown, select Boulder.

**Step 3:** Login with your Username and Password.

Upon successful login, the eRA Home Page will appear.

**Step 4:** If you do not have the Action Items Widget activated, click Action Items in the navigation bar at the top of the screen. If you are using the Action Items Widget, skip to Step 5.

**Step 5:** On the Action Items Screen or Widget you will see a list of awaiting reviews. Click the highlighted link (record number) for the review you wish to complete. The Review Dashboard window will open.
2) **Complete the Review**  (Note – the end of this document has a screenshot of a typical Review Dashboard for your reference)

**Step 1:** Click on the attachment name to open and review it. Review all attachments and select a Review Status (either **Reviewed** or **Not Applicable**) for each file.

**Step 2:** If you have feedback for the student, enter your comments in the **Comments to be shared with PI** box. Comments **To be shared with everyone** will be visible to both investigators and the IRB. Use other comment boxes as needed.

**Step 3:** Select your review decision from buttons beside the comments boxes  Your options are **Approved** and **Changes Required**. These buttons will become active once you have selected a review status for all submitted documents.

a. **Approved** will move the study on to the IRB for review. A certification screen will appear. Select **Accept** to complete the review.

b. **Changes Required** will return the study to the student investigator for additional revisions. A notice that the review will be completed will appear. Click **OK** to complete the review.
Step 5: Once your selection has been made, the screen will refresh and show your decision. Click the **Close** button in the top right corner of the window.

Step 6: Click the **Logout** link in the top right corner to exit eRA.