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.
1) Login to eRA InfoEd and Open the Review Dashboard:

**Step 1:** Go to [https://era.cu.edu/login.asp](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 **My Open Action Items** screen will appear.

**Step 4:** On the **My Open Action Items** screen you will see a list of awaiting reviews. Click the 📝 icon for the review you wish to complete. The **Review Dashboard** window will open.
2) Complete the Review:

**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. Click the icon.

**Step 2:** If you have feedback for the student, enter your comments in the **Between you and the PI** box. Click the icon.

**Step 3:** Select your review decision from the **My Decision** dropdown list. If you have not selected and saved a Review Status for each attachment, 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** for the certification text that appears.

**Step 4:** Click the icon. A message box will open asking if you wish to lock the review. Click the Ok button. The message box will close, and the **Review Dashboard** window will refresh. The review is complete. Close the **Review Dashboard** window.

**Step 5:** Click the **Logout** link in the top right corner to exit eRA.