

eReviews Quick Reference Guide

1. Creating user account for Principal Investigators

1. Go to eReviews URL (link will be posted on RI MUHC website).
2. On the bottom of the page, click on the **Create account** link.
3. Complete the required information and click Save. A request is sent to the RI MUHC account administrator.
4. Once your account is validated by the RI MUHC account administrator, you will receive an email confirmation that your eReviews account is active.
5. Revisit the eReviews URL to login to the system.

2. Adding Team Members

1. Once logged into eReviews, follow the **Add staff** link in the top menu.
2. Complete the form by entering the details of each team member, one at a time.
3. It is suggested that you enter the details for all staff and co-investigators. It will facilitate completion of the forms subsequently. This is only done once to populate the database. The Add Staff function can be done by a delegate.

3. Updating User Information

1. Follow your **Username** link in the top menu.
2. In the **Update contact information** tab, you can update your mailing address, telephone and fax numbers and email address.
3. In the **Password management** tab, you can update your password and security question.

4. Creating a new study

1. Once logged into eReviews, follow the **New Study** link in the left-hand side menu.
2. Answer the initial questions based on the specific characteristics of your study and click Finish. **Note: this initial step can only be completed by the Principal Investigator.**
3. If you wish to delegate the completion of the forms to a member of your team, you can do it at this time. Otherwise, see section 5 below for delegation at a subsequent time.
4. The forms requiring completion for the study can be accessed under the **Study forms** section of the left-hand side menu.

5. Delegating study submission

1. If you wish to delegate the tasks of completing the forms and submitting the study to one of your team members, follow the **Delegate update** link in the **Study management** section of the left-hand side menu.
2. Use the **Search** button to search for the person to whom you wish to delegate.
3. Click the **Delegate** button to complete the delegation process. The delegate will receive via email a username and temporary password to access eReviews.
4. If the person is not in the database, you have to add them through the **Add staff** link in the top menu, as described in section 2 above.
5. The delegated individual can now login to eReviews with her/his own credentials and complete the forms.
6. **Note: The delegate can complete the forms and submit them once they are signed. However, only the PI can sign the forms electronically after logging in with her/his own credentials.**

6. Completing the forms and submitting the study

1. The forms requiring completion for the study can be accessed under the **Study forms** section of the left-hand side menu.
2. All the forms need to be completed prior to submission. Required documents, e.g. protocol and consent documents can be attached directly into the forms.
3. As each form is completed and saved, you can preview the document that will be submitted by following the **Print Preview** link in the top right corner.
4. Once the forms completed, the Principal Investigator has to login to eReviews to electronically sign the forms requiring signature.
5. To submit the proposed study for review, follow the **Review process statuses** link in the **Study management** section of the left-hand side menu.
6. Click the button in the **Submit** column of the table to submit the documents for the different reviews.
7. Note that Science and Ethics reviews are governed by Central intake and Contract review is governed by Budget review.

7. Managing requests for information, responses or additional documents

1. During the review process, if there is a request for information, responses or documents, the PI will receive an email detailing the request.
2. Login to eReviews, go into the study subject to the request, and follow the **Review process statuses** link in the **Study management** section of the left-hand side menu.
3. The request will be detailed in the bottom table.
4. Make the required changes directly to the concerned forms.
5. Follow the **Review process statuses** link in the **Study management** section of the left-hand side menu.
6. Click the button in the **Submit changes** column of the bottom table to submit the changes.

8. Ongoing study review activities

1. Once a study is approved, it is transferred over to the **Ongoing Review** module of eReviews.
2. Click on the ongoing review report that you wish to submit in the left-hand side menu.
3. Select the study for which you are submitting the report.
4. Complete and save the report.
5. Once a report is saved, you can preview the document that will be submitted by following the **Print Preview** link in the top right corner.
6. **Note: The delegate can complete and save the report, and submit it once it is signed. However, only the PI can sign the reports electronically after logging in with her/his own credentials.**

9. Managing requests for information, responses or additional documents during ongoing review activities

1. During the review process, if there is a request for information, responses or documents, the PI will receive an email detailing the request.
2. Login to eReviews and go to the **Ongoing Review** module.
3. Go into the study subject to the request and open the report for which the request is being made.
4. The request is detailed at the bottom of the report.
5. Make the required changes directly to the concerned report and resubmit it.

HELPLINE 514-934-1934 ext 42953 or study.review@muhc.mcgill.ca