eIRB Submit Adverse Experience

June 30, 2004
Step 1 - Click on

Notes:
From the, My Inbox screen, start by scrolling down, if necessary, to display the Adverse Experiences section.
Step 2 - Click on **Casual**

**Notes:**
Click on the name of the Adverse Experience you wish to open and submit.
Step 3 - Click on 

**Documents for this AE.**

**Notes:**
To add, delete or modify documents for this Adverse Experience, click on Documents for this AE.
Step 4 - Click on **Open AE Form**

**Notes:**
Click on the Open AE Form link.
Step 5 - Click on Continue >>

Use this form to initiate a new Adverse Experience.

Please enter a short name to help you identify this AE when it appears in lists.

Name: Carpal Tunnel

When you click Continue you'll be taken to a new page where you can fill out the Adverse Experience form.

Notes:
Click on the Continue button to move to the next screen.
Step 6 - Click on 

Notes:
Click on the scroll down button to scroll down the page.
Step 7 - Click on Continue >>

Notes:
Verify any choices made on this page, if necessary, and click on the Continue button.
Use this form to manage your documents.

This checklist is intended to aid investigators in providing the documentation necessary to obtain Institutional Review Board (IRB) approval for research protocols involving human subjects. Please use the most recent version of the IRB forms, which can be found here. For each item please check whether that document will be submitted electronically or via hard copy. If you are submitting document(s) please indicate how many.

*If you do not need to upload any documents, simply hit the “Finish” button.

**Modified Consent Form (if applicable)**

**Other (please specify the documents (e.g., handwritten documentation, sponsor report, etc.):**

**Upload Documents:**

If you need to upload documents, you can do that on this page. Click Finish to complete any changes.

**Notes:**
If you need to upload documents, you can do that on this page. Click Finish to complete any changes.
Step 9 - Click on Submit

Notes:
From the Available Actions menu, click on Submit.
Step 10 - Click on

Submit your Adverse Experience

Use this form to submit your Adverse Experience to the IRB

Short Study Title: Effects of e-Learning
IRB Number: IRB00000003
AE Title: Carpal Tunnel
AE ID: AE00000009

When you click OK on this form your request goes to the IRB. You will no longer be able to edit the Adverse Experience form. You'll be notified when the IRB makes a decision about your request.

Comments:

Before completing your submission, you may add any comments if necessary. Click Here to continue.

Notes:
Before completing your submission, you may add any comments if necessary. Click Here to continue.
http://irbdev/sandbox/ResourceAdministration/Activity/form?_webrNew=all&ActivityType=com.webrid - Microsoft Internet Explorer

Step 11 - Click on [OK]

Notes:
You must click OK to complete this submission. Click on the OK button.
Step 12 - End of simulation