**How to Submit a Study in eIRB (Click)**

**Method 1 – Approve from e-mail** *(Study Staff uses “Notify PI of Submission” activity in eIRB)***:**

1. PI opens e-mail with subject *Notify PI of Submission Ready for Review Activity* from *no-reply@eirb.providence.org* AND clicks on link to study in body of e-mail. (See Figure 1)
2. PI logs in to [eIRB](https://eirb.providence.org/): (See Figure 2)
   1. If you have a PSJH e-mail, use the **Caregiver Logins** button to log in from the PSJH network using your PSJH credentials.
   2. If you do not have a PSJH e-mail, log in under **External Partners**.
      1. Your e-mail address (the address the submission e-mail was sent to) is your User Name.
      2. If it is your first time logging in, use the **Forgot password?** link to obtain your password.
3. In the study workspace, PI reviews study application by clicking the **Printer Version** button and clicks the **Close** button to return to the study workspace.
4. In the study workspace, PI clicks the **Submit** button, and clicks **OK** on the pop-up *Submit* screen. (See Figure 4)

**Method 2 – Approve from PI Dashboard in eIRB:**

1. PI logs in to eIRB at: <https://eirb.providence.org/> (See Figure 2)
   1. If you have a PSJH e-mail, use the **Caregiver Logins** button to log in from the PSJH network using your PSJH credentials.
   2. If you do not have a PSJH e-mail, log in under **External Partners**.
      1. Your e-mail address is your User Name.
      2. If it is your first time logging in, use the **Forgot password?** link to obtain your password.
2. PI clicks on **Dashboard**, and the **Name** of study to be submitted under *My Inbox*.(See Figure 3)
3. In the study workspace, PI reviews study application by clicking the **Printer Version** button and clicks the **Close** button to return to the study workspace.
4. In the study workspace, PI clicks the **Submit** button, and clicks **OK** on the pop-up *Submit* screen. (See Figure 4)

*If you encounter any issues logging in, are unsure about your username, or need other assistance, please contact* [*IRBSharedServices@providence.org*](mailto:IRBSharedServices@providence.org)*.*

**Figure 1 - *Notify PI of Submission Ready for Review Activity* e-mail**

Graphical user interface, text, application, Word

Description automatically generated

Click Link to Study

**Figure 2 – Login Screen**

A picture containing graphical user interface

Description automatically generated

If you have a PSJH e-mail, use **Caregiver Logins** to log in from the PSJH network using your PSJH credentials.

If you do not have a PSJH e-mail, log in under **External Partners**.

**Figure 3 – Dashboard**

Graphical user interface, application

Description automatically generated

Click **Dashboard**, and the **Name** of study to be submitted.

**Figure 4 – Study Workspace/Submit**

Graphical user interface, text

Description automatically generated

Click **Submit.**

Graphical user interface, text, application

Description automatically generated

Click **OK.**