eHIRB User Guide:  
*Getting Started*  

*Last Updated: April 13, 2012*

**What is eHIRB?**

The Electronic Homewood Institutional Review Board (eHIRB) is a paperless, electronic method to submit, track, and review the scientific, regulatory, and compliance information required for the safe conduct of human subjects research at Homewood. The system provides a platform for the IRB and other research compliance committees to share critical information regarding the submission and review of new applications, amendments, continuing reviews, reportable events, and study closures.

**Recommended Web Browsers**

For the best experience use one of the following recommended browsers:

<table>
<thead>
<tr>
<th>Platform</th>
<th>Browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Windows (all versions)</td>
<td>Internet Explorer 7 or later, Firefox 7 or later, Chrome* 9 or later</td>
</tr>
<tr>
<td>Apple Mac OS X 10.4x or later</td>
<td>Safari 4 or later, Firefox 3 or later</td>
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**System Login**

*eHIRB is located at: http://ehirb.jhu.edu.* Users can login using their JHEDID and password. For assistance with JHED accounts contact help@jhu.edu.

**Getting Help**

The eHIRB Help Desk page is available in the system (after login) and contains guides, resources, and FAQs to help you become acquainted with eHIRB. It is recommended that you peruse these documents prior to using the system as well as any time you have a basic question, as it will be updated regularly.

Questions? Email the HIRB Office at hirb@jhu.edu.
If your questions are not answered by the Help Desk resources or you need additional assistance, please contact the HIRB Office at hirb@jhu.edu. If you have a question about a particular application, click “Contact IRB” button in the Application Workspace and an email will be sent to the HIRB. The HIRB’s response will be documented in the history log for that application.

Figure 2

Reminder to Upload Human Subject Research (HSR) Training Certificate
Please upload your HSR Training Certificate on the Final page of the Application SmartForm.

Figure 3

Questions? Email the HIRB Office at hirb@jhu.edu.
Anatomy of the System
As a researcher/PI, when you log into the eHIRB you will be taken to the “My HIRB Studies” workspace, which contains the studies in which you are listed on the application. This can be considered your “home page”. You can always return to this page by clicking on “My Home” at the top right of the screen (#11 below).

The screenshot below points out key areas of this workspace:

![Figure 4]

Below is a description of each numbered item indicated on the workspace above:

1. **Action Required**: This tab contains applications requiring your action and should be considered your “Inbox”. The tab is broken into groups of each application type (New Application, Amendments, Continuing Reviews, Reportable Events, and Study Closures). Check this tab frequently to see if any items require your action.

2. **Researcher Prep**: This tab contains applications you are currently working on that have not been submitted to the IRB. (i.e. “draft” applications). The IRB can view these draft applications if you need them to assist you with questions while filling out the form, but otherwise the HIRB office has not yet been made aware of your application since it has not yet been submitted.

Questions? Email the HIRB Office at hirb@jhu.edu.
3. **In Process:** This tab contains applications that are being reviewed by the IRB. Use this tab to check on the status of an IRB application that is in process, and out of your hands.

4. **Approved:** This tab contains applications that have been approved by the IRB.

5. **All My eHIRB Studies:** This tab contains all eHIRB Studies (regardless of Current State) where you are listed on the application, either as PI or research personnel. Use this tab to search for a study if you are unsure of its status.

6. **Name:** The ‘Name’ is the title of the study. If you click on the name, you will be taken to the application workspace of that study, where you can perform various activities.

7. **Current State:** The ‘Current State’ indicates where the application is in the review/workflow process. The workflow process and its states are defined in detail in the ‘eHIRB Simplified Workflow Diagram’ document located on the eHIRB Help Desk page.

8. **Filter bar:** This feature allows you to filter the contents of a section by the headings it contains, such as keywords in the ‘Name’, HIRB Study ID #, Current State, etc. The percent sign (%) is used as a “wildcard” to search for a part of a word or phrase. **Ex. To search for items in the Waiting study Team Response State, you could search by “%Wait”**.

9. **Create New application:** This activity button allows you to create a New Application.

10. **Help Desk:** This area of the system contains guides, resources, and FAQs to help you become acquainted with the system.

11. **My Home:** ‘MyHome’ is located at the top-right corner of any screen in the system. You may use My Home at anytime to be returned to your workspace, or “home page”.

Questions? Email the HIRB Office at hirb@jhu.edu.