NASA IRB Huron Guide for IRB Members
How to Review a Full Board Study

1. Visit https://eirb.jsc.nasa.gov/EIRB/ and click “Login” at the top right corner of the screen.

2. Enter your User Name and Password. Click “Login.”

3. Click “IRB” on the top menu bar.
4. Click “Meetings” on the top menu bar.

5. In the “Upcoming Meeting” tab, locate the upcoming scheduled meeting in the table and click on the meeting name.

6. On this page, review the agenda for the upcoming meeting (1), previous meeting minutes if available (2), and the report on expedited submissions approved in the last 30 days (3). Simply click on any of the above to view the document. To review a study, click on the study ID or Name in the “Agenda Items” tab (4).
7. After clicking on the study of interest, you may view any previous correspondences, including requests for clarifications and comments from the researcher, in the “History” tab (1). Review funding information, contact information, documents, past reviews, and snapshots by clicking on any of the other tabs (indicated with a blue rectangle). To view the study/submission itself, click “Review Study” in the left panel (2).
8. After clicking on “Review Study,” scroll through the smart form information and click on the protocol document(s), consent form(s), or any other study related documents. Review all study related documents, applying 14CFR1230. Please check the box for each section indicating your review is complete (1). When finished, click “Exit” (2).
9. Once you have finished your review, and clicked “Exit” you may click “Add Review Comments” in the left panel to include your feedback about the protocol. A new window will open. Type your comments and when finished, click “OK” on the bottom right. Note, this comment can only be viewed by IRB Members and the IRB Office; however, your comments will likely be shared and/or shown during the IRB meeting. You can view review comments in the “Reviews” tab. Review comments are deleted after the determination letter is sent.

10. If you wish to return to the Meetings page to continue reviewing available documents and assigned studies, go back to Step #4 in this document.