IRB REVIEW PROCESS
Responding to comments and accessing approval letters

Please keep the following in mind when using the system:

• Internet browser: we recommend using Mozilla/Firefox or Google/Chrome as your browser for eProtocol.
• Remember to TURN OFF THE POP-UP BLOCKER on your browser.
• Remember, DO NOT USE THE BACK BUTTON ON YOUR BROWSER. To navigate, use the actual hyperlinks on the page to go to a specific location (e.g. click on protocol # to get protocol, or hyperlink “Home” to go to the start page).
Log in to eProtocol (eprotocol.benaroyaresearch.org) by clicking on the appropriate organization on the homepage and entering your credentials.

Welcome to eProtocol!

A web-based submission, review, and approval system for BRI and VM research protection committees (IRB, IACUC, IBC).

To login to eProtocol, click on your primary organization below:

- **BENAROYA RESEARCH INSTITUTE**
- **Virginia Mason**

If you have credentials for both organizations, ALWAYS login with the same username and password.

Don’t have an account with VM or BRI, or need help logging into eProtocol? Click on the links below to find answers to your questions.

Links:
- **FAQs**: Frequently Asked Questions
- **IT Helpdesk**: Help with password and login issues
- **RPD Contacts**: Research Protections Department Contact Information
Make sure you are under the “Researcher” role, located in the dropdown menu at the top left corner of the screen.
During the IRB staff’s review process, you may receive some questions or feedback. You will be alerted by email if this is the case.

On your homescreen, the protocol will show up as returned.

Select Resubmit the Protocol and open in edit mode to address the issues.
When IRB staff returns your protocol, the comments will be located in Return Notes.

Go to the appropriate section(s) and make the requested change(s), then resubmit the form.
During the IRB Committee Review process, you may also receive some questions or feedback. You will be alerted by email if this is the case.

Your home screen will indicate that comments were sent back to you for your protocol. Click on Comments Received.
There will be a list of comments made by the IRB Members, including:

- The section being referenced...
- ...the comment or question from the committee member...
- ...and whether it is required for approval.

Click Get Protocol to make the necessary changes.
Once you have completed your changes, enter responses to the comments and click save. Then resubmit to the IRB.
You will be notified by email when your study is approved. It will appear under the Approved Protocols section of your homepage.

You can access your protocol anytime by clicking on the Protocol ID...

...and selecting Open in View Mode.
You can also print a paper copy of your protocol.

1. Open your protocol in view mode and click Print View.

2. Select which sections you would like to include and click ok.

3. Click the print icon on the PDF.
You can track the progress of your protocol through the review process and access Approval Letters via the Event History tab.

Open your protocol in view mode and click Event History.

You can view the status of your protocol over time, as well as the emails that have been sent out.
You can open previously submitted and approved versions of your protocol and attachments.

You can access and print Approval Letters for your protocol here.