eISCRO User Guide
Getting Started

Last Updated: June 21, 2012

What is eISCRO?

eISCRO is a secure, online stem cell application submission and tracking system that automates the protocol submission and review process, and allows for integration with the eIRB system. The eISCRO is a university-wide system.

Recommended Web Browsers

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

Platform	Browser
Microsoft Windows (all versions)	Internet Explorer 7 or later, Firefox 7 or later, Chrome* 9 or later
Apple Mac OS X 10.4x or later	Safari 4 or later, Firefox 3 or later

System Login

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

Getting Help

The **eISCRO Help Desk** page is available in the system (after login) and contains guides, resources, and FAQs to help you become acquainted with eISCRO. 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.
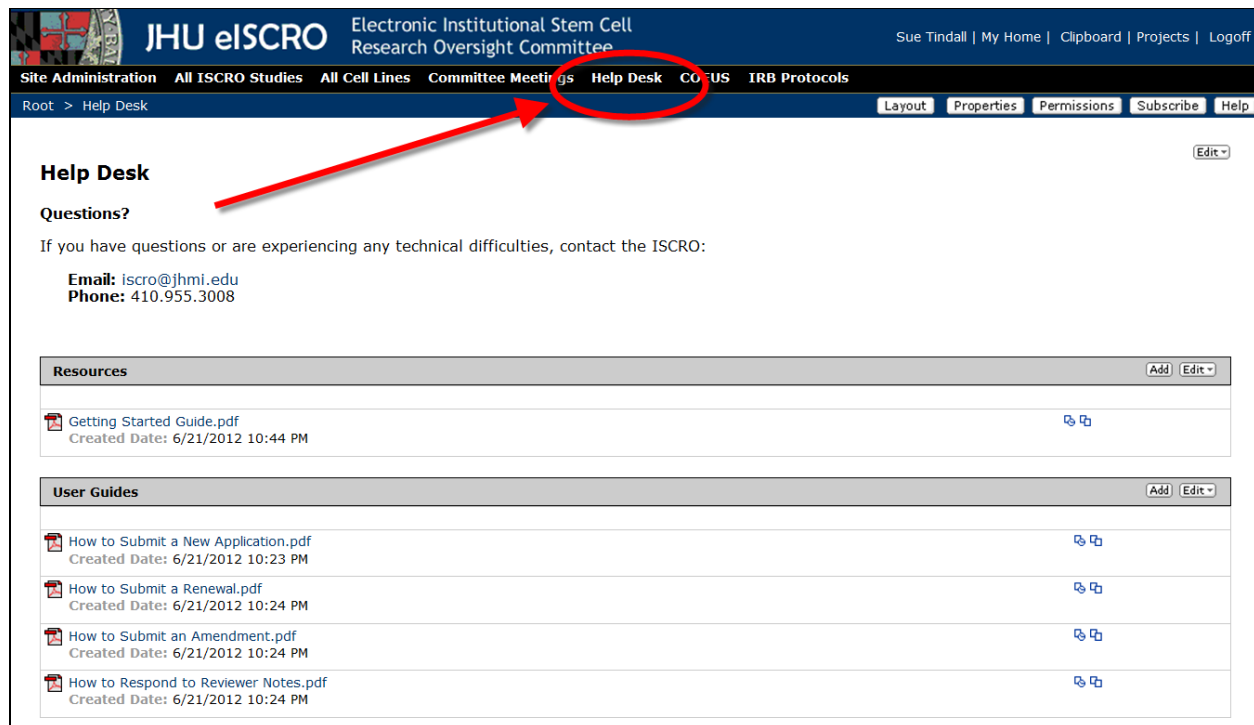
Questions? Contact the ISCRO Office at ISCRO@jhmi.edu **or 410.955.3008.**

Figure 1

If your testing questions are not answered by the Help Desk resources or you need additional assistance, please contact ISCRO at **ISCRO@jhmi.edu or 410.955.3008**.

Anatomy of the System

As a researcher/PI, when you log into the eISCRO you will be taken to the "**My ISCRO Studies**" workspace, which contains the studies in which you are listed on the application. This can be considered your "homepage".

The screenshot below highlights key areas of this workspace:

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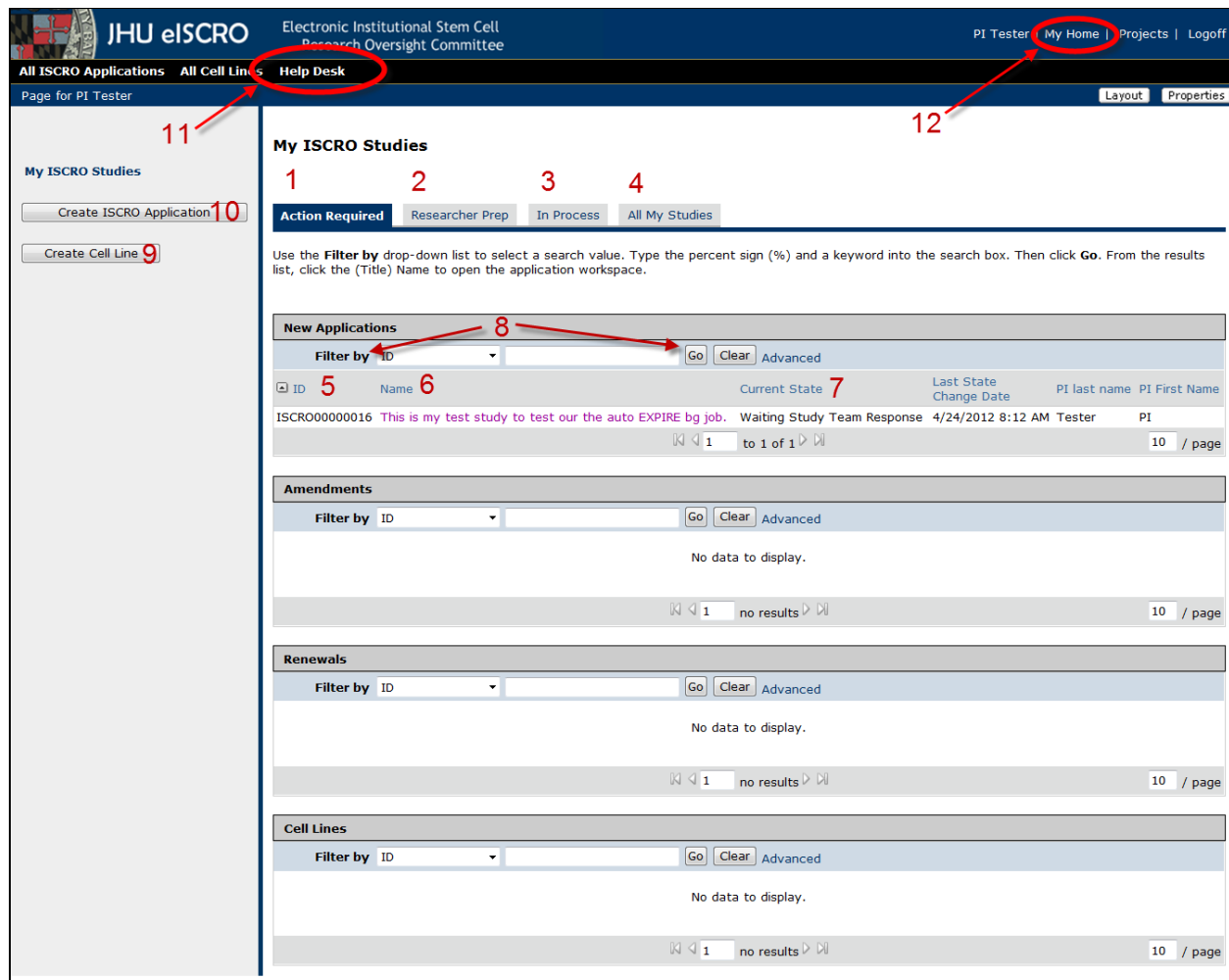
Figure 1

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

1. **Action Required:** This tab contains applications requiring <u>your</u> action and should be considered your "Inbox". The tab is broken into groups of each application type (New Applications, Amendments, Renewals, and Cell Lines). 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 ISCRO. (i.e. "draft" applications). The ISCRO office and committee members("ISCRO") can view these draft applications if you need them to assist you with questions while filling out the form; but the ISCRO has not otherwise, been made aware of your application since it has not yet been submitted.

3. **In Process:** This tab contains applications that are being reviewed by the ISCRO. Use this tab to check on the status of an eISCRO application that is in process, and no longer available for your revisions.

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4. **All My Studies:** This tab contains all eISCRO applications (regardless of Current State) where you are listed on the application, either as PI or a study team member. Use this tab to search for a study if you are unsure of its ISCRO review status.

5. **ID:** The 'ID' is the unique eISCRO Number that is auto generated by the system for an application. It is frequently used when referring to an eISCRO application.

6. **Name:** The 'Name' is the title of the study. If you click on the **Name**, you will be taken to the application workspace for 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 'eISCRO Simplified Workflow Diagram' document located on the eISCRO 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', eISCRO Study ID #, Current State, etc. The percent sign (%) is used as a "wildcard" to search for a part of a word or phrase. (**e.g., To search for items in the "Waiting Study Team Response" state, you could search by "Wait%").**

9. **Create Cell Line:** This activity button allows you to create a New Cell Line for review and approval by the ISCRO. Once a cell line is ISCRO approved, it will be available for you to select on any of your future New ISCRO Applications. This prevents you from having to re-enter the same information when working on different projects that use the same cell line(s).

10. **Create ISCRO Application:** This activity button allows you to create a New ISCRO Application.

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

12. **My Home**: "My Home" 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 home page, where "My eISCRO Studies" is located.

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