

eISCRO

Frequently Asked Questions (FAQs)

Last Updated: June 21, 2012

Table of Contents

| | |
|--|---|
| 1. What is eISCRO? (url: http://eISCRO.jhu.edu) | 2 |
| 2. How do I get an account in eISCRO? | 2 |
| 3. What browsers are recommended to use with eISCRO? | 2 |
| 4. Can I save my work and come back to the application later? | 2 |
| 5. Why do I keep getting error/warning messages when I try to submit? | 2 |
| 6. How can a PI allow someone to have access to their study in eISCRO? | 3 |
| 7. I need to add a user to my eISCRO application, and their name is not appearing in the system. What do I do? 3 | |
| 8. How do I know if my study was submitted successfully? | 3 |
| 9. How do I know the status of IRB review? | 3 |

1. **What is eISCRO? (url: <http://eISCRO.jhu.edu>)**

The Electronic Institutional Stem Cell Research Oversight system (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.

2. **How do I get an account in eISCRO?**

Users can login with their JHEDID and password. Logging into the system for the first time auto creates an account for that person and gives them a basic researcher role. To have an account created for a Non-JHU User, contact the ISCRO Office at ISCRO@jhmi.edu or 410-955-3008.

3. **What browsers are recommended to use with eISCRO?**

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 |

4. **Can I save my work and come back to the application later?**

Yes, you can save your work at any time by using the 'Save' button at the top or bottom of any SmartForm page. In addition, clicking 'Continue' also saves your work.



5. **Why do I keep getting error/warning messages when I try to submit?**

- The system will not allow the application to be submitted until all required items are completed on the application SmartForm.
- To assess completeness of the form, you can **Turn on the Hide/Show Errors** feature, from the blue navigation bar, to provide a list of validation errors that the system finds along the way.
- Click the name of the section to address the required item. As required questions are answered in each section, the error/warning messages will disappear from the list.
- The hide/show errors feature is optional and can be turned on/off at any time from the blue navigation bar.

6. How can a PI allow someone to have access to their study in eISCRO?

Permission can be granted by adding that user to the Study Team section of the application.

7. I need to add a user to my eISCRO application, and their name is not appearing in the system. What do I do?


The system will only make available for selection on an application the users who have an account in eISCRO. If you are unable to find a user to add to your Study Team, and you are certain you have searched for their name with accurate spelling, contact that user and have them log into <http://eISCRO.jhu.edu> for the first time using their JHED ID and password. An eISCRO account will be auto created for them. Once that is done, their name will be available for selection on an application.

8. How do I know if my study was submitted successfully?

Once you have completely filled out an eISCRO application and clicked 'Finish' on the last page, the form will close and you will be brought to the application workspace, where you will have several activity buttons you can run on the left hand side. Click '**Submit**' and the system will first verify the form is complete, and if so will then send it to the eISCRO office. You will get an email confirming receipt of the application. You will also notice the Current Status of the application will change, and you will no longer have the 'Submit' button available to you.

9. How do I know the status of IRB review?

On the application workspace, you will find the Current Status of the application is located at the top left corner. For a more detailed description of what each status means, refer to the 'eISCRO Simplified Workflow' document located on the eISCRO Help Desk. You can also contact ISCRO in the system by using the Contact ISCRO activity on the left. It will send the ISCRO an email containing your message.



JHU eISCRO

Electronic Institutional Stem Cell
Research Oversight Committee

PI Tester | My Home | Logoff

All ISCRO Studies | All Cell Lines | Help Desk

All ISCRO Studies > TEMP TEXT REPLACE WITH STUDY TITLE

Current Status

Submitted

View Form

Print Friendly View

View Differences

Activities

Request Withdraw

Contact ISCRO

Log Comment

New Application Workspace

ID: ISCRO000000071

Title: TEMP TEXT REPLACE WITH STUDY TITLE

Principal Investigator: PI Tester

Review Type:

Date Approved:

Date Submitted: 6/14/2012

Expiration Date:

Review Items:

| Review Date | Review Type | Outcome | Review Letter |
|-------------------------------|-------------|---------|---------------|
| There are no items to display | | | |

History Log

Reviewer Notes

FSA

History Log

Filter by ID

Go

Clear

Advanced

| Activity | Author | Activity Date |
|-----------------------|------------|-----------------------|
| Application submitted | Tester, PI | 6/14/2012 9:49 AM EDT |