

# 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](mailto: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.

The screenshot shows the JHU eISCRO application interface. At the top, it displays 'JHU eISCRO Electronic Institutional Stem Cell Research Oversight Committee' and 'Edit: ISCRO Project - ISCRO0000055'. Below this is a navigation bar with 'Save', 'Exit', 'Hide/Show Errors', and 'Print...' buttons. A red circle highlights the 'Hide/Show Errors' button. The main content area is titled 'Reviewer Note' and contains a table with columns for 'Type', 'Reviewer', 'Date Created', and 'Date Modified'. Below this table, there are three preliminary questions (1.0, 2.0, 3.0) with radio button options for 'Yes' and 'No'. At the bottom, there is an 'Error/Warning Messages' section with a 'Refresh' button and a table of error messages.

Message	Field Name	Jump To
⊘ This is a required field; therefore, you must provide the required information.	Support Details.Grant	6 - Support
⊘ This is a required field; therefore, you must provide the required information.	MSCRF Award	6 - Support
⊘ This is a required field; therefore, you must provide the required information.	Approved HESC CL	9 - HESC/hPSC Lines Approved by ISCRO
⊘ This is a required field; therefore, you must provide the required information.	Derived HESC CL	11 - Derivation of New HESC/hPSC Lines
⊘ You must enter information about non JHU locations.		7 - Location
⊘ You must provide an answer for Question 13.0		14 - Introduction of hPSCs into Humans
⊘ You must provide an answer for Question 3.0		14 - Introduction of hPSCs into Humans

## 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.



**Current Status**  
Submitted

### New Application Workspace

- View Form
- Print Friendly View
- View Differences

#### Activities

- Request Withdraw
- Contact ISCRO
- Log Comment

**ID:** ISCRO00000071  
**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

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