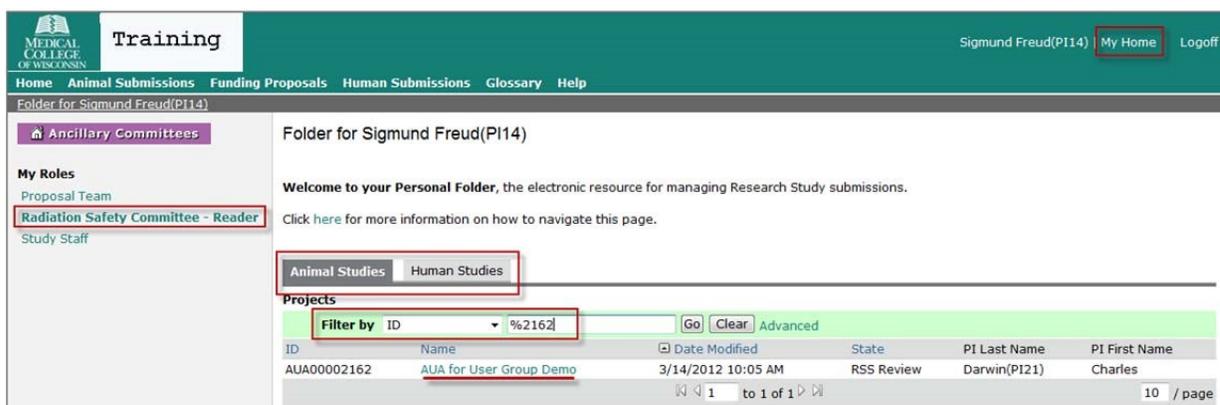


Quick Reference Guide for eBridge Radiation Safety Reader Role

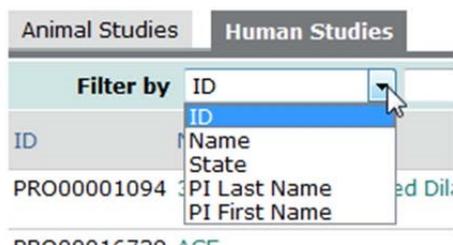
When the Radiation Safety Office receives an application for review, the application may include an Animal Use Application (AUA) or Human Subject Submission (PRO) ID number from eBridge. While doing your safety review, you may need to reference information in the AUA or PRO research study. As a Radiation Safety Staff Member, you have been assigned the eBridge role **Radiation Safety Committee Reader**. This role enables you to access in “**view only**” mode those AUA or PRO studies that have indicated a Radiation Safety component on their application.

Instructions:

1. After logging in to eBridge, select **My Home** from the upper right area of the screen.
2. From the upper left area of the screen, select the **Radiation Safety Committee Reader** role. *Please note: Your account may include several roles and you will not be able to view the relevant studies if you are currently in a different role, such as Study Staff or Proposal Team.*
3. In the center navigation area are two tabs: 1) **Animal Studies** 2) **Human Studies**



4. Select the appropriate tab, in the example above “**Animal Studies**” is selected.
5. To search for a specific study, use the “**Filter by**” field. From the Human Submissions tab, you can filter by ID, Name, State, PI Last Name and PI First Name. From the Animal Submissions tab you can filter by ID, Name, and State.



6. A study will NOT be available for viewing if it is in one of the following states. This is important to know because there will be times when you do not find a study that you expect to see. While you won't know in what state that study may be, if you don't find it this may be why.

Quick Reference Guide for eBridge Radiation Safety Reader Role

AUA

Pre-submission
 Copying Modified AUA
 Disapproved
 Withdrawn
 Copying 3 Year deNovo
 Approved – AA only; AUA is viewable
 Expired
 Original Version
 Terminated

PRO

Pre-submission
 Withdrawn
 Denied
 Completed
 Approval Terminated
 Original Version

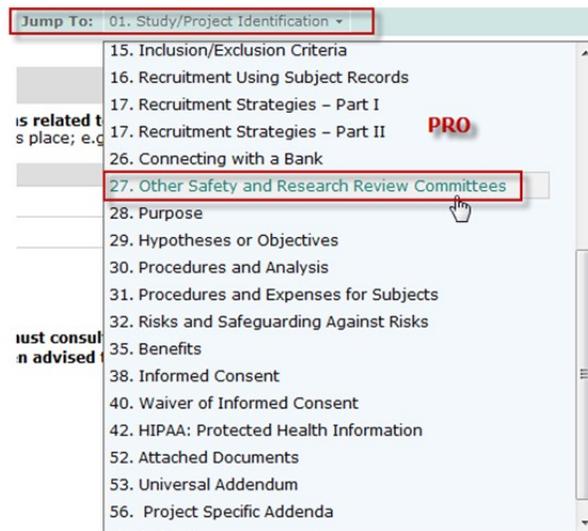
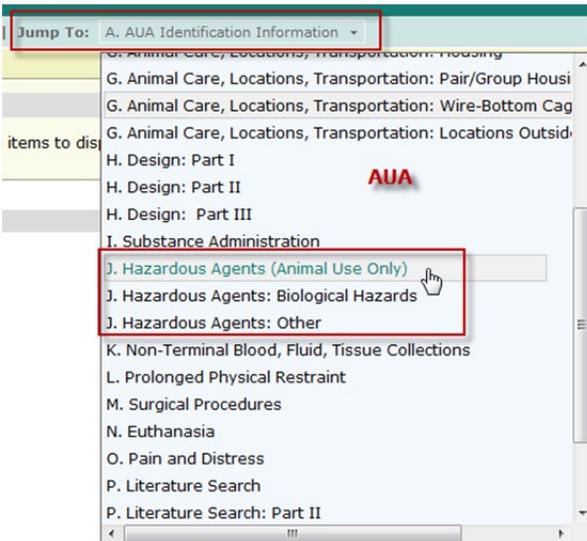
7. After searching for the Study, click on the link and you will land on the **Study Workspace**. Areas to note while in the Study Workspace:
 - a. **Current State** – in the example below, “RSS Review”
 - b. **Activities**
 - i. “View Animal Study” – Select to view the SmartForm pages
 - ii. “Print-Friendly AUA” – Select to print the AUA
 - c. **Safety Approvals Tab** – this is where the Safety Administrator will upload the approved Safety Application.

The screenshot shows the 'AUA WORKSPACE' for 'AUA for Testing IBC Reader Role'. The 'Current State' is 'RSS Review'. The 'Safety Approvals' tab is highlighted with a red box and a green checkmark. The page shows fields for AUA ID, Title, Principal Investigator, Species, and various dates. A table at the bottom is titled 'Uploaded Safety Approval Documents'.

Safety Committee	Submission ID	Submission Title	Document(s)	Activity Date	Author

Quick Reference Guide for eBridge Radiation Safety Reader Role

8. To view the SmartForm pages, select **“View Animal Study”**. Navigate to the page/section that contains the information you want to review by using the **“Jump To”** menu.



9. You may view any part of an AUA or PRO. Exit when finished, then log out of eBridge.

Location of this article

<https://www.mcw.edu/FileLibrary/Groups/OfficeofResearch/eBridge/eBridgeTrainingResources/Training-Materials---Safety/QuickReferenceGuide-IBC.pdf>