QUICK SHEET – CREATING AND SHARING NEW STUDIES

This QuickSheet describes how to create a new study application in eREB.

Related QuickSheets:
- [Login and Setup](#)
- [Application Types](#)
- [Centres](#)
- [Responding to questions from HiREB](#)

Logging In

There are three easy ways to access eREB:
1. By typing https://onlinesubmission.hireb.ca/ into the search bar of the browser (do not use Internet Explorer)
2. By clicking the 'eREB Applicant Login' button on the top right corner of the Hireb.ca website
3. Via the Citrix desktop "HiREB Electronic Submission" icon (HHS users)

This will take you to the log in page. Once there, enter the username and password associated with your account.

Creating a new study

From the main work area, you will see the left hand Navigation Pane.

1. Click on the "Create Project" button.
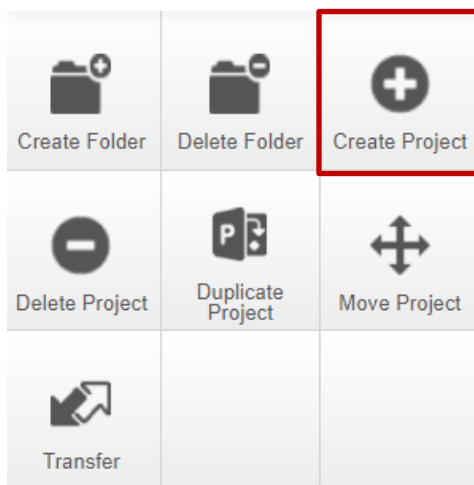
This opens a pop-up window requesting the following information:

- Project Title
- Form
- Centre

Project Title: This is the short (informal) study title, and must be less than 200 characters. This title will appear only in unofficial notices. This does not have to be the same as the 'real' title that is listed on your protocol. You can change the short title later if you like.

Form: Please pick the [applicable application](#) for your project. More information on the different application types is available in this QuickSheet

Centre: Please pick the option that represents all the involved institutions. More information on Centres is available in [this QuickSheet](#)

2. Once completed, press "Create"

Create Project ✕

Project Title* (Max 200 characters)

| Please enter a title |

Form*

| Please select... ⌄ |

Centre*

| Please select... ⌄ |

[Create] [Close]

The new project will now appear in your Work Area. You can click into the project and start working on it right away. If you want other people to see your project, you will need to give them access.

Work Area

Notifications	Signatures	Transfers	Shared
0	0	0	0

Projects

Search Projects

|	Project Title	Project ID	Owner	Date Created	Date Modified
>	Test 1	16707	Ms Erin Bell	Aug-10-2023 14:07	Jan-08-2024 12:59

Giving Others Access

When an application is first created, only the person who created it (called the Project Owner) and designated HiREB/Institutional folks (e.g., our HelpDesk) will have access. If the Project Owner wants other people to see or work on the project, they will need to give them access.

There are two different ways to give others access:

Roles: This is the best way to give someone else access, as it means that the person will have access to the initial application and will also have automatic access to any other sub-forms (e.g., renewals) that are created later on.

Share: This is for giving someone access to a specific form. REMINDER: **If you give someone access via "Share" they will NOT see any other applications you create later unless you manually share the forms again**. We do not recommend using this feature to give access to other team members.

The rest of this QuickSheet will focus on roles.
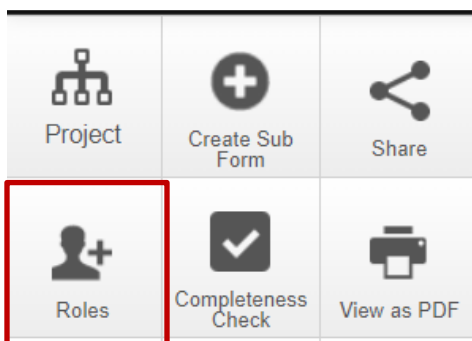
To give a user a Role:

1. In the left hand Navigation Pane, click on the "Roles" button. This will open a pop-up window.
2. Enter the email of the person you wish to give a role, and select the applicable role in the drop-down.
3. Press "Share Role"
4. Once the action is complete, a green window will briefly appear at the top of the screen stating "Form Shared Successfully".

What are the roles?

Coordinator: This role gives the user the ability to Read, Write, Share, Submit, Create Sub-Forms and receive notifications.

Full Collaborator: This role gives the user the ability to Read, Write, Share, Submit, Create Sub-Forms and receive notifications (same as above – just a different name)

Read-Only: This role provides read-only access, with no notifications.

HiREB System Administrator: Please don't use this option – it will not work properly for research teams and will not grant any additional access.

User does not exist in the system?

You can only give access to people with an existing eREB account. If the person does not have an eREB account, you will see a red bar that indicates "User does not exist on the system".

> User does not exist on the system

If this appears, please email the individual and ask them to [create their own account](). You can send a request directly from eREB using the "invite" button but these emails are sometimes flagged as spam.

Who Has Access?

The "Collaborators" tab shows who has access to the application.

Project Tree

⊕ Test 1

Action Required on Form	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	Aug-10-2023 14:07

Navigation   Documents   Signatures   Collaborators   Submissions   Correspondence   Centre   History

Collaborators

Name	Access	Edit Permissions
Ms Mirela Lukac	Read, Write, Share, Create all sub forms	Edit Permissions

Changing/Updating Access

To add users, please repeat the steps in "Giving Others Access" as often as needed. There is no limit on the number of individuals that you can give access to.

To remove access to someone who was given a role:
1. In the left hand Navigation Pane, click on the "Roles" button. This will open a pop-up window that displays the other users who have been given access via Roles.
2. Press "Remove All Permissions" for the user you wish to remove. **This action is effective immediately.**

NOTE: If you remove our Help Desk permissions then we will not be able to provide you with any technical support.

Questions?

Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext 70014 or eREBhelpdesk@hhsc.ca.