# Panel Member Review Guide

This guide explains how to complete a panel member review of the agenda items for an upcoming board meeting.

## STEP 1: Login to eRA

1. In Internet Explorer or Safari open the eRA homepage. The direct URL is: <https://era.cu.edu>.
2. Enter your CU Identikey username/password, and select “Boulder” as the Campus.
3. Click the **Sign In** button.
4. Upon successful login, the **My Open Action Items** screen will appear.

## STEP 2: Open the Meeting Agenda & Review Each Protocol

1. Agendas are sent to you via email. Open the email that the Panel Coordinator sent and open the PDF attachment.
2. In the PDF scroll down to the **Convened Review** section. Each protocol listed in this section will be reviewed at the meeting. The protocol numbers are hyperlinked to the corresponding eRA protocol. Click the protocol number that you want to review and a new internet browser will open to the **Approved Docs** screen.
3. The materials for the board meeting will be posted in a separate **Board Review** folder. To view each document, click on the “**View**” link.
4. If the protocol was previously approved, you can access the IRB approved documents from the **Approved Documents** folder on this same screen.
5. When you are finished with your review, click the **Done** button to close the window.