eResearch Quick Reference Guide

eOAE—OUTSIDE ACTIVITY EMPLOYMENT REQUEST FORM (Requester)

To log in and out of eOAE:

1. Type this link in your web browser: https://eresearch.swmed.edu/eIRB
   Note: In order to access eOAE, you must be on campus or using VPN.
2. Type your User Name and Password (same as Outlook) in the corresponding fields.
3. Click Login.
4. Click the My IRB/COI/OAE Home link at the top right hand corner of the page. This will direct you to your workspace.
5. To logout, click Logoff located at the top right hand corner of the screen.
   Note: Be sure to allow pop-ups for this application.

To complete and submit your Outside Activity Employment Request:

1. Click the My IRB/COI/OAE Home link at the top right hand corner of the page. Note: Verify the OAE Requester/Approver role is displayed in the orange box on the left side of the screen. See Roles in the Navigating eOAE section.
2. Click the Create Outside Activity Employment button located on the left side of the page.
3. Click Continue to proceed to subsequent sections and complete the form following the on-screen instructions. Required fields are marked with a red asterisk.
4. Once all sections of the form have been completed, you can either click the Submit Now button to immediately submit the form or click the Save for Later button to exit the form and submit at a later date. Note: If you choose to Submit Now, no further action is required; your form has been submitted.
5. If you selected Save for Later, click the Finish button on the last page of the form. Your statement is complete but not yet submitted.
6. When you are ready to submit your saved form, from your workspace click the Submit Outside Activity Employment Request button.
7. A popup window will appear. Select the “OK” checkbox to submit the form.

Your form has now been submitted. The state of the outside activity employment request form is now Approver Review. See States in Navigating eOAE section. The approver will receive a system-generated email notification informing them that your request for is ready for review.

Contacts

COI Office: 214-648-5398 (for faculty and researcher outside employment questions)
Human Resources: 214-648-9840 (for staff outside employment questions)
Helpdesk: 214-648-7600 (for technical issues)

To access eResearch via VPN:

For information about using VPN, enter this link in your browser:
http://www.utsouthwestern.edu/utsw/cda/dept28610/files/73794.html

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eOAE—Outside Activity Employment Request Form

Navigating eOAE:

**States:** The eOAE system uses “states” to route the request form through the review process. The orange box displayed in your workspace will reflect the current state of your request form. For example, before your request form is submitted for review, it will be in **Draft** state. Once you submit your request form, the state will change to **Approver Review**.

**Roles:** Depending on your access in the eResearch system, you may have multiple roles. To ensure you are viewing the correct information, click the **My IRB/COI/OAE Home** link. The role displayed in the orange box indicates what role you are viewing. If it is not already displayed in the orange box, click the **OAE Requester/Approver** role from the list underneath the **My Dashboard** section.

**Tabs:** Tabs are used to sort and display information in the system.
- The **My Requester Inbox** tab will display any items requiring your action.
- The **Approver Inbox** tab will display any request forms requiring your review. **Note:** Only department chairs/division chiefs and managers/supervisors will be able to see this tab.
- The **All Approved OAE** tab will display all of your previously approved outside activity employment request forms.
- The **All OAE** tab will display all of your outside activity employment request forms in all states.
- The **History** tab in your workspace displays all activities that have been executed related to your request form.
- The **Supporting Doc** tab will display all documents that have been uploaded for the outside activity employment request form.

**eOAE Icon Glossary**

- **OAE Requester/Approver**
  You should see the OAE Requester/Approver role displayed in the orange box after clicking on the **My IRB/COI/OAE Home** link.

- **Create Outside Activity Employment**
  Click this button to complete the outside activity employment request form.

- **Edit Request Form**
  Click this button from your workspace to continue completing your request form or to make additional changes to it.

- **Submit Outside Activity Employment Request Form**
  Click this button when you are ready to submit your request form for review.