Committee Member Review

Important Information

- Verify **Committee Member** is displayed on the **Home Workspace**.
- Look for the **Committee Member** header on the left side of the workspace.
- To change your role, click the desired role on the **Home Workspace**.

**eResearch Home Workspace**

1. Click the review name in **My Reviews** to access the review.

**Initial Review**

2. Click **Edit Reviewer Checklist** to open the Reviewer Checklist.
3. **Print Version of the Submission** opens up a copy of the submission.

4. **Identified Issues Assigned to You** displays all issues that have been assigned to you for review.

5. **Reviewer Checklist** displays the sections, reviewer checklist item, condition met, study team publication, and comments for each phase of the application. It is also used to assign additional review teams.

6. If desired, click **Print Version of the Submission** to open submission.

7. The **Printed Version of the Submission** opens in a separate window.

   **Note:** The submission can be moved around and resized within the eResearch window to allow for review of the submission and checklist simultaneously.
Checklist – Identified Issues

Note: If there are no Identified Issues assigned to you, this area will not display on your workspace.

1. **Section** displays the section of the submission where an issue has been identified. **Click** on the section title to jump to that section of the submission.
   
   **Note:** You can also click on the section number to go directly to that section of the smartform.

2. **Identified Issue** shows the Staff Reviewer notes on the particular issue identified in the initial review.

3. **Click Issue Resolved** once the issue has been rectified.

4. **Click Publish to Study Team** to publish the identified issue to the study team.
   
   **Note:** If this box is checked, all study team members can view the identified issue and corresponding comments once the review is submitted. If this box is not checked, only staff and Committee Members will have access to this data.

5. **Comments** can be added for reference at a later date.
   
   **Note:** When a condition is not met, a comment is required and will be converted to an identified issue upon submission of the Reviewer Checklist.
6. **Section** identifies the main section of the submission that needs to be reviewed.

   **Note:** You can also click on the section number to go directly to that section of the smartform.

7. **Reviewer Checklist Item** displays the question and sub-set question needed for review.

8. Click **Condition Met** if the condition in the Reviewer Checklist Item has been met.

9. Click **Publish to Study Team** to publish the identified issue to the study team.

   **Note:** If this button is checked, all study team members can view the identified issue and corresponding comments once the review is submitted. If this button is not checked, only Committee Members will have access to this data.

10. **Comments** can be added for reference at a later date.

    **Note:** When a condition is not met, a comment is required and will be converted to an identified issue upon submission.

11. **To be Reviewed by** can be used if an issue needs to be reviewed by another reviewer. Use the drop down box to select the reviewer. You can also assign all issues to the Staff Reviewer at the end of the form.
12. Notes can be added to **General Issues for Study Team and/or Staff**.

   **Note:** These then become identified issues.

13. **Reviewer Notes** can be added and will only appear on the reviewers’ form.

14. **Supporting Review Documents** can be included by clicking on **Add**, if applicable.

15. Enter a title for the document you are uploading or leave it blank.

   **Note:** Entering a title is optional. If you do not enter a title, the filename becomes the title of the document.

16. Use the **Browse** button to locate the document on your computer.

17. Select the file to upload.

18. Click **Open**.

19. Click **OK**.
20. Choose the desired **Reviewer Recommendation**.

21. Click **Continue**.

22. For IRB Committee Members only, select the length in months of the **Approval Period** for the submission.

23. Click **Continue**.
24. Use the Jump To function to go back to a section of the review checklist prior to completing the review.

**Note:** Using the Jump To function is optional.

25. All main areas of the checklist will be displayed. Click on the section of the checklist that you would like to jump to.

**Note:** The area of the checklist that you are currently in will be displayed in red text.

26. Click the checkbox if Core Committee staff can review all identified issues in the submission.

**Note:** The submission can now be either submitted for review or saved.

27. Click **Check here** if you are ready to submit the review.

28. Click **Finish** to exit the Submit Review page and save your work.

**Note:** You may edit and resubmit the review at any time until the determination for the submission is processed and the study team is notified. You can find the review under the In Progress tab on your Committee Member workspace.

1. **Submitted** shows that the review was submitted.

2. **My Activities** displays all of the available activities for the review.

3. **My Home** returns to the Inbox.
4. Multiple functions can be performed from the My Activities area.

Note: Functions performed from My Activities include:

- **Submit Reviewer Checklist:** Changes can be made to the reviewer checklist by clicking Edit Reviewer Checklist. After making changes, use the Submit Reviewer Checklist activity to submit the revised review.

- **Post Anonymous Correspondence:** Notes can be created and then posted anonymously to the submission workspace. The notes are viewable by anyone with access to the submission, including study staff, office staff, reviewers and committee members.

- **Post Correspondence:** Posts notes that include the editors’ name and are viewable by anyone with access to the submission. This includes study staff, office staff, reviewers and committee members.

- **For Reviewers and IRB Office:** Allows for the posting of notes that will only be reviewable by the IRB staff and other committee members.