GCRC Advisory 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.
1. The following actions are available from the Submission Checklist:
   - **Print Version of the Submission:** Opens up a copy of the submission.
   - **Change Log for Submission:** Opens the change log for the submission.
   - **All Issues:** Opens the issue report for the submission.
     
     **Note:** This displays ALL issues identified during the review, including issues identified by other committees.
   - **View GCRC Summary Report:** Opens up a copy of the GCRC summary report.
     
     **Note:** All of the above reports open in a separate window.

2. **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 reviewer(s).

3. If desired, click **View GCRC Summary Report** to open the summary report.

4. The **GCRC Application Summary Report** opens in a separate window.

   **Note:** The summary report can be moved around and resized within the eResearch window to allow for review of the summary report and checklist simultaneously.
1. **Section** identifies the section of the submission that needs to be reviewed for approval.

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

2. **Reviewer Checklist Item** displays the categories of the submission to be reviewed.

3. **Condition Met** is not applicable to GCRC.

4. **Publish to Study Team** is not applicable to GCRC, do not check this box.

5. Enter **Comments** for each Reviewer Checklist Item.

   **Important Information!** All comments are published to the study team.

6. **To be Reviewed by** is not applicable to GCRC, ignore this field.

7. Notes can be added to **General Issues for Study Team and/or Staff**.

8. **Reviewer Notes** can be added.

   **Important Information!** All comments are published to the study team.

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

10. 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.

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

12. Select the file to upload.

13. Click **Open**.

14. Click **OK**.

Reviewer Recommendation

15. Choose the desired **Reviewer Recommendation**.

16. Click **Continue**.

Submit Review

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

18. Click **Finish**.

   **Note:** You can edit and resubmit the checklist at any time until the determination for the submission is processed and the study team is notified.
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 In Box.

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1. To edit a submitted Reviewer Checklist, prior to the determination for the submission and notification of the study team, click **My Home** to go to your Home Page.

2. Verify the current role is **Committee Member**.

3. Click on the **In Progress** tab.

4. Click on the **Name** of the submission to be edited.

5. Verify the current role is **Submitted**.

6. Click on **Edit Reviewer Checklist** to begin the edit.
7. Edit the **Reviewer Checklist**, as needed.

8. Click **Continue** to move to the next section of the submission and continue reviewing/editing.

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

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

   **Note:** The Current Review Status displays **Submitted** because the submission was previously submitted.

10. Click **Finish**.

    **Note:** You can edit and resubmit the checklist at any time until the determination for the submission is processed and the study team is notified.