IBC Committee Member Review

Committee Member Home Page

1. Verify **Committee Member** is displayed on the home workspace.

2. Note that the **Inbox** is active.

   **Note:** The Inbox tab displays all reviews assigned to you that currently require your action:
   - **My Reviews** – Displays only submission reviews for IRB applications.
   - **IBC Registration Reviews** – Displays registrations that require your review.

3. Click on the **Name** of the registration to be reviewed.

Registration Workspace

4. The following actions can be performed from the **IBC Committee Review** screen:
   - **View IBC Registration** – Opens a read-only view of the IBC Registration.
   - **Printer Friendly Version** – Opens a printer friendly version of the complete registration and provides the option to print the registration.
   - **View Differences** – Shows all changes to the registration between versions. (See the View Differences section at end of this document.) If no previous versions are found, no changes will be displayed.
5. Multiple activities can be performed from the My Activities area:

- **Request Changes from PI**—This activity notifies the PI that changes are required to the Registration before it can be approved. Comments and documents can be added to this form. This activity also publishes Draft Changes to the PI.

- **Return to IBC Staff**—Returns the registration to IBC staff.

- **Submit Review**—This activity documents the Recommended Motion for the registration. Review Comments and Review Attachments can be included.

- **For Reviewers and IBC Staff Only**—This activity posts comments and documents to the Study Workspace. Comments and documents are visible only to IBC Reviewers and Staff and cannot be deleted.

- **Post Correspondence**—This activity posts comments and documents to the Study Workspace. They are visible to anyone with access to the study, including the PI, Registration Editors, Committee Staff, Committee Members, Technical Staff and Regulatory Parties, and cannot be deleted.

6. Click **Submit Review**.
7. Select whether the **Condition Met** for each checklist item and enter supporting **Comments** if applicable.

8. Select the **Recommended Motion**.

9. Enter **Review Comments**, if applicable.

10. Add **Review Attachments**, if applicable.

11. Click **OK** to submit the registration.

**Note:** The system will generate an error if you do not respond to all IBC Reviewer Checklist items and attempt to submit the registration. The registration cannot be submitted until all checklist items have been completed.
12. The **IBC Correspondence Log** under the **Correspondence** tab shows that the registration was submitted.

**Note:** There may not be a state change because a registration may require multiple reviewers to approve it. Once all required reviewers have approved the registration, it will move to the **Completed Reviews** tab in the **Committee Member Home Workspace**.