IBC Committee Member Review - Submitted Changes

Important Information

- At times, the Registration may need to be sent back to the PI to make changes and/or updates prior to being approved by a Committee Member.
- Once the PI makes the required changes and resubmits the Registration:
  - The Registration appears in your Home Workspace – Inbox
  - An message is sent to your e-mail

Accessing via E-Mail Notification

1. An e-mail message is received in your e-mail inbox.
2. Open the Registration by clicking on the Registration Number link in the e-mail.
   Note: The link opens the Registration workspace.

Accessing via Home Workspace

3. Log into eResearch.
4. Verify Committee Member is displayed on the Home Workspace.
5. In your Inbox, click on the Name of the Registration, under the IBC Registration Reviews section.
6. Verify the current role is **IBC Committee Review**.

7. The **Correspondence** tab displays the activities in the Project Log.

   **Note:** The Project Log keeps track of all correspondence on the Registration. Each activity in the Project Log can be opened to view additional information about the specific entry.

8. Multiple activities can be preformed 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 activity. This activity also publishes Draft Changes to the PI.

   - **Return to IBC Staff** – Returns the Registration to the 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.

9. Click **View IBC Registration** to review the changes that were requested from the PI.
View IBC Registration

10. Click **Continue** to move to the next page in the Registration.

11. Use the **Add** and **Delete** button to add and remove Reviewer Notes.

12. Click the **Next** and **Previous** buttons to navigate between pages that have comments on them.

   **Note:** Pages without comments will be skipped when using the **Next** and **Previous** buttons.

13. Click the **Exit** button to exit the Registration.

IBC Committee Review

14. After all changes have been made by the PI and verified by the Committee Member and no additional changes are needed, click **Submit Review**.

   **Note:** The last motion of at least two reviewers must match for a Registration to be approved. Submitted reviews can be viewed in the “Reviews” tab.
Submit Review

15. Choose the **Recommended Motion**.

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

17. Add **Review Attachments**, if needed.

18. Click **OK**.

View Differences

1. Verify the current role is **IBC Staff Review**.

2. The **Correspondence** tab displays the author, date and time the Amendment was submitted.

3. To view the differences between the original Registration and the amended Registration, click **View Differences**.
4. Use the **Show Changes** drop-down menu to display the changes made between the **Current Version** and **Previous Versions**.

5. Use the **Changed Steps** drop-down menu to display the sections of the Registration that have been updated.

6. Use the **Forward** and **Back** buttons to go to the next or previous page with changes in the Registration.

7. Click **Close** after reviewing the differences in the Registration to go back to the Registration Workspace.