Assign an Ad Hoc Reviewer

Based on the information provided in the PAF or Unfunded Agreement (UFA), the system determines which unit the submission should be routed to for review. Unit Reviewers can send a PAF or UFA to a person who has not been previously designated as a Reviewer. Anyone who has an account in the system can be added as an Ad Hoc Reviewer.

Who Can Assign Ad Hoc Reviewers: For a department, anyone with Reviewer or Reviewer Who Can Sign access can assign ad hoc reviewers.

Contact your Research Unit Liaison if you need Reviewer or Reviewer Who Can Sign access.

Important Information

- Ad Hoc Reviewers are given access to view and enter their review comments on the PAF/UFA. They are to use the Post Reviewer Comment activity.
- Ad Hoc Reviewers are not able to "approve" the PAF/UFA. This remains the responsibility of the Reviewers listed on the PAF/UFA.

PAF Workspace / UFA Workspace

The procedure for assigning an Ad Hoc Reviewer is the same regardless of whether it's for review of a PAF or an UFA. The only difference is whether you begin in the applicable PAF Workspace or the applicable UFA Workspace.

1. From the PAF Workspace (or UFA Workspace), click the Assign Ad Hoc Reviewer activity.

Activity Window

2. Click Add.

3. Enter the last name of the person you want to assign as a Reviewer, and then click Go.

Notes:

- You may also select different Filter by criteria, if desired.
- Use the percent sign (%) as a wildcard character. For example, searching for %kim% returns Hakim, Kim and Kimball.

4. Click the checkbox in front of the desired person’s name.

5. Click OK.

6. (Recommended) Enter Comments describing what you need the Reviewer to do. Comments are included in the system-generated email to Reviewers.

7. Click OK.

Repeat steps 1-7 to assign additional Reviewers, as desired.
Email sent to Ad Hoc Reviewer (PAF)

eResearch Action Required. Please do not reply to this message.

You have been assigned as an Ad Hoc Reviewer on the PAF referenced below.

Comments:

Ad Hoc Reviewer Assigned by: David Nassar

PAF Information:
PAF ID: 13.PAF00555
PAF Title: Phase 1 Study of the Safety and Tolerability of A780-101 in Adenocarcinoma
Ph: David Smith
Other UH Investigators:
There are no UH investigators.
Project Administration Officer: 306301 CTG: Phase 1
Primary Research Administrator: Kathryn Harper
Routed for Unit Review and Approval: 4/4/2011
Direct Sponsor: Alliance
Sponsor Deadlines: 6/1/2013

Action Required:
1. Click here to access the PAF - 13.PAF00555
2. You may be prompted to login using your uniqname and Kerberos password.
3. Click View PAF Summary to review PAF contents and supporting documents.
4. After review of PAF and proposal, click Post Reviewer Comment.

Recipients:
This message was sent to the following:
David Nassar

Questions:
1. Refer to online help for information on activities in eResearch.
   http://www.eresearch.umich.edu/
2. If you have technical problems with eResearch, contact the ITS Service Center by calling (734) 764-HELP (4457), option 3 between 7 AM and 6 PM Monday through Friday.
   http://www.its.umich.edu/help/index.html

Email Sent to Ad Hoc Reviewer (UFA)

eResearch Action required. Please do not reply to this message.

You have been assigned as an Ad Hoc Reviewer on the agreement referenced below.

Comments:
Please review this agreement.

Posted by: David Nassar
Recipient:
David Nassar

UFA Information
UFA ID: 12.UFA20001
UFA Title: A Phase 3 Randomized, Double-Blind, Multicenter Study Comparing Oral MU9708 plus Lenalidomide and Dexamethasone versus Placebo plus Lenalidomide and Dexamethasone in Adult Patients with Relapsed and/or Refractory Multiple Myeloma
Category: International Agreement
Contact PI: Peter Tracey
Primary Research Administrator: Sandra Richardson
Direct Sponsor: PPD, Inc.

Click here to access the UFA: 12.UFA20001

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