Assign Designated Reviewer for Contingency Review

If a submission was approved with contingencies, and the contingencies addressed by the Study Team require a review by the committee member reviewer(s) prior to final approval, then IRB Staff can send the submission to a Designated Reviewer(s) to complete the contingency review.

Assign Contingency Reviewer

1. Click the Submission.

Note: The submission is in the state of Core Committee Staff Contingency Review.

2. Click the Refer to Designated Reviewer activity.
3. Current reviewers for the study will display. Click the checkbox next to the Reviewer’s name if desired.

AND/OR

4. Click Select in a blank row to add other reviewers.

5. Enter a search term for the Reviewer you wish to add, and then click Go.

Note: Using the Filter by drop-down menu, you can search by Last name, First name, Uniqname or Project ID.

a. Click the radio button next to the person’s name.

b. Click OK.

6. Click the Reviewer Role drop-down menu next to the Reviewer’s name and select the appropriate role.

7. (Optional) Enter Inbox Staff Notes and Comments for Reviewers in the fields provided.

8. Click OK.

Notes:

- The Designated Reviewer receives an email notification informing them that they have been added as a reviewer to the submission. It also contains any Comments for Reviewers that were entered.

- The submission displays in the Designated Reviewer(s) Inbox and includes any Inbox Staff Notes that were entered. (not shown here)
Submission Workspace > IRB tab

Notes:

- The submission displays on the In Progress tab of the IRB Staff home workspace.
- Information related to all reviews on the submission display on the IRB tab.
- The submission is in the state of Designated Reviewer Contingency Review.
- The IRB Staff Review is in the state of Contingencies Under Review.
- Reviews assigned to Designated Reviewers are in the state of Review Contingencies.
- A reviewer may enter their recommendation at any time, but the review will remain in the state of Review Contingencies until the review has been submitted. Once submitted, the state of the designated review changes to Submitted.
- A Yes in the Staff Can Review Contingencies column displays if the Reviewer indicates that IRB Staff can review the contingencies. If not, the column is blank.
- When all contingency reviews have been submitted, the submission will change to the state of Core Committee Staff Contingency Review and will display in the IRB Staff Inbox.