

IBC Committee – Review of IBC Applications

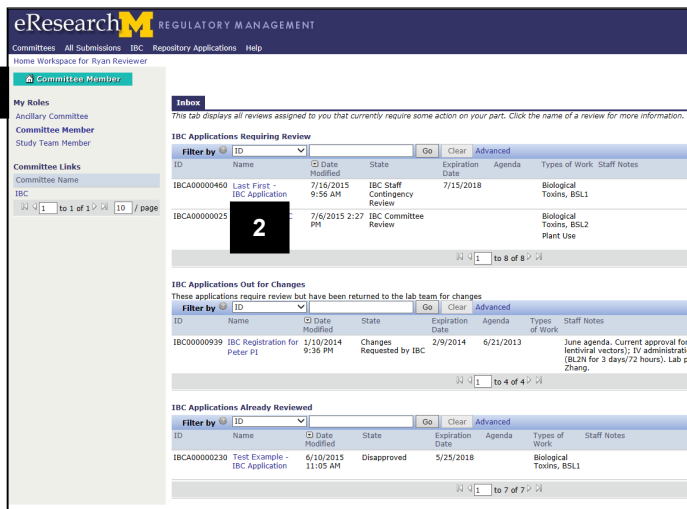
IBC Applications assigned to a committee reviewer display in the **IBC Applications Requiring Review** list on the **Inbox** tab of the Committee Member workspace. This document covers how to:

- [Locate IBC Applications for Review](#)
- [View an IBC Application](#) (View Project, View Differences, Application Summary)
- [Submit Review](#)

For more information, see a [Review Process Demonstration](#).

Locate IBC Applications for Review

Home Workspace



1. Verify that **Committee Member** is displayed in your Home Workspace or select the **Committee Member** role.
2. Click the **Name** of the application under **IBC Applications Requiring Review** to open the IBC Application workspace.

Notes: Two other lists on the Committee Member Inbox are:

- **IBC Applications Out for Changes** - the IBC staff has returned the application to the investigator for corrections. The committee cannot yet complete its review.
- **IBC Applications Already Reviewed.**

View an IBC Application

The general process to view an application is to:

- Review the application information (high-level, summary, detail)
- Check for issues logged by others (e.g., staff, other reviewers)
- Compare the application to previous versions (view differences, legacy registration), if applicable

You can do these steps in any order prior to submitting your review recommendation.

IBC Application Workspace – Main tab

Note the following in the IBC Application workspace:

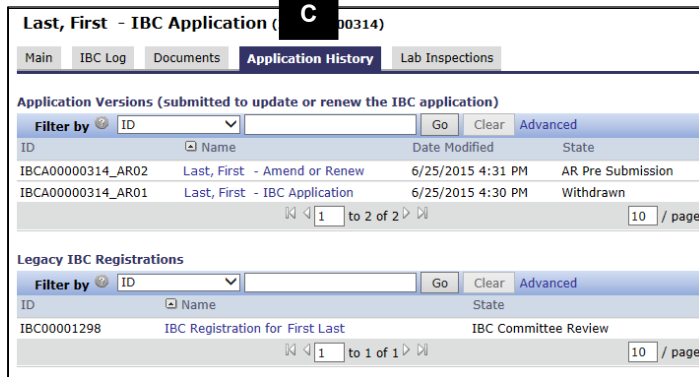
- A. Use the **Main tab** to review high-level information about the application, such as:
- Types of Work, including selected biosafety levels
 - Lab locations
 - Lab personnel
 - Activities and Correspondence between the PI and IBC staff.

IBC Application Workspace – IBC Log tab

B. Use the **IBC Log** tab to review the issues logged for the application. This tab also shows:

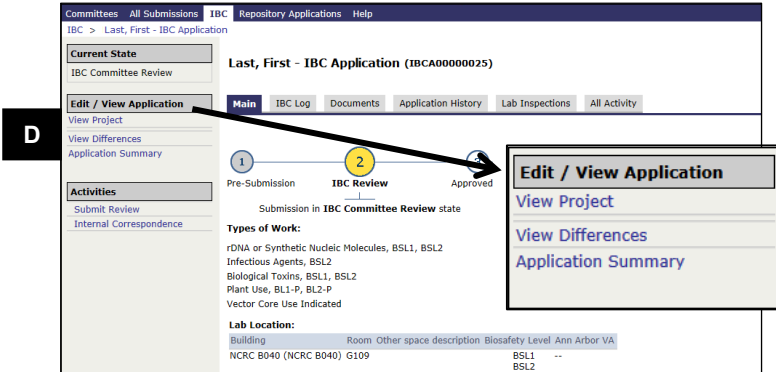
- Submitted Reviews, including recommendations
- Reviewers with Outstanding Reviews
- Internal (i.e., IBC staff and committee) activities and correspondence

IBC Application Workspace – Application History tab



C. Use the **Application History** tab to access and view the Legacy IBC Registration for rDNA/SNA work.

IBC Application Workspace

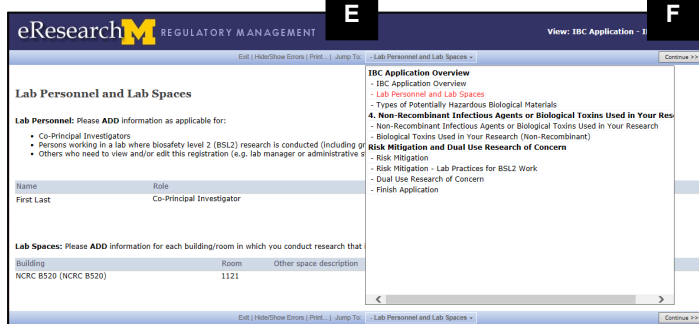


D. Click one of the following under the **Edit / View Application** list:

- **View Project** to open the entire application to review details by section (see E-F below).
- **View Differences** to review the changes made between submissions (e.g., after changes requested, in amendments, in renewals) (see G-J below).
- **Application Summary** to view a high-level summary of the completed sections of the application (see K-L below).

View Project

IBC Application



To view the details of the application use:

- E. The **Jump To** menu to quickly go to different sections of the application you want to review.
- F. The **Continue** button to move through the application page by page.

View Differences

Review the changes made to the IBC Application using the following:

- G. Use the **Show Changes made between Current Version** drop-down menu to select the application version you wish to compare.
 - H. To navigate through the changes, use the **Changed Steps** drop-down menu to select a specific page, or click the buttons to go from one page to the next.
 - I. In the **Differences** table, click the expand/collapse buttons to see more details about a change.
- Note:** New or changed values will be highlighted.
- J. Click **Close** after completing the review to return to the IBC Application workspace.

Application Summary

- K. Use the **Application Summary** to view a high-level summary of the research described in the application, including proposed biosafety levels.
- Note:** **In-Progress Summary** will display for applications or amendments that have not yet been approved.
- L. Click **OK** to return to the IBC Application workspace.

Submit Review

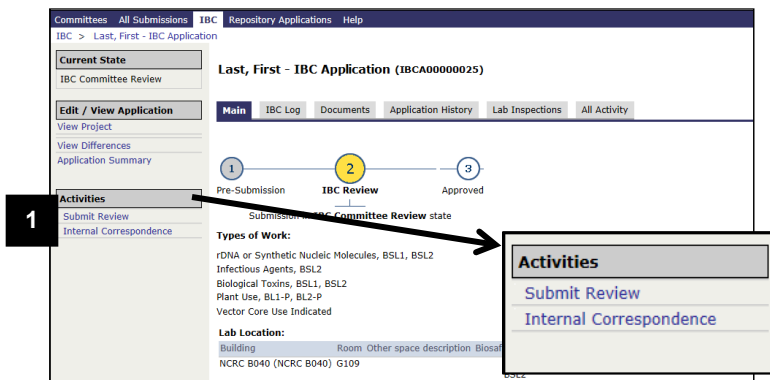
Use the **Submit Review** activity to:

- Log issues related to the IBC application (e.g., corrections needed, inconsistent information, questions for the PI) that require PI, IBC Staff, or Interested Party action.
- Make a review recommendation (e.g., approval)

The **Submit Review** activity will only display in the Activities list on the IBC Application workspace if the application is in the state of IBC Committee Review, or IBC Contingency Review when there are open issues with the application, or if the application has been assigned for re-review.

As part of the review process, you may need to use the Submit Review activity multiple times prior to finalizing your review. Your review will only be finalized when you make a **Reviewer Recommendation**.

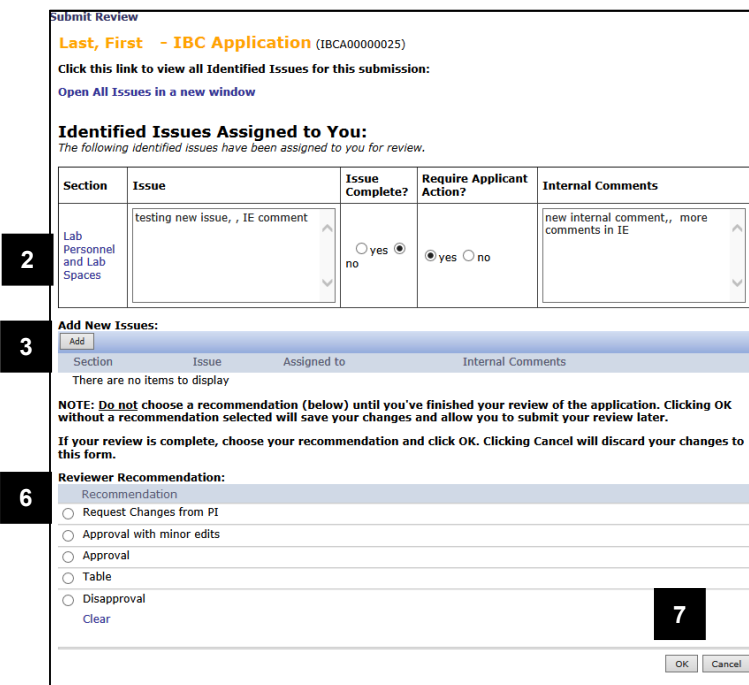
IBC Application Workspace



1. From the IBC Application workspace, click **Submit Review**.

Note: Use **Internal Correspondence** to post general questions or clarifications that don't require/result in action. These comments will be visible to Other Reviewers, IBC staff, and/or Other Interested Parties and not to the PI or Lab Personnel. These comments are viewable on the IBC Log tab.

Submit Review window

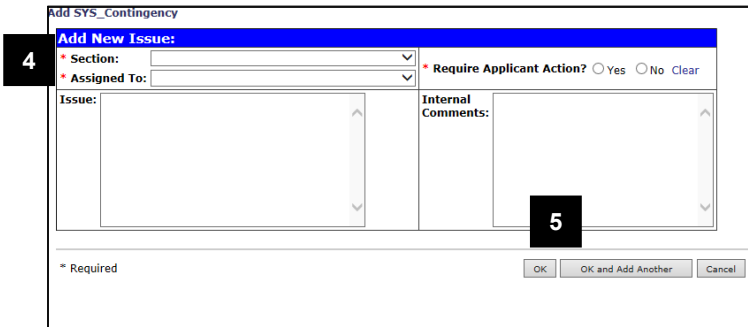


2. Review any **Identified Issues Assigned to You**. Answer each identified issue, according to IBC Staff guidance on how to complete.

Note: Only issues specifically assigned to you will display. To view all issues, click **Open All Issues in a new window**.

3. Click **Add** to enter any new issues, if desired, and go to step 4. Otherwise, skip to step 6.

Add New Issue window



4. Complete each field, as applicable.

- Enter corrections, action items, or questions for the PI in the **Issues** field.
- Enter comments or questions for IBC staff or reviewers in the **Internal Comments** field.

5. Click **OK and Add Another** to add additional issues, if needed. Click **OK** to return to the Submit Review window.

6. If you're ready to make a recommendation and submit the final review, click the applicable radio button to select a **Reviewer Recommendation**.

Note: If you have outstanding issues or to save your review for completion at a later time, **do not** select a recommendation.

7. Click **OK**.

Notes:

- You will be returned to the IBC Application workspace.
- If a recommendation was selected, your review will be submitted.