Reassign Designated Contingency Review

Once a submission has been assigned for contingency review, Core Staff may find it necessary to reassign contingency review of the submission to someone other than the originally designated reviewer. Depending on your situation, there are two options for reassigning a submission for contingency review. Core Staff also have the option to remove all currently assigned Reviewers from a submission.

- **Option 1**: Unassign the original contingency reviewer and assign a new contingency reviewer. The new contingency reviewer checklist does not include the original reviewer’s answers and comments.
- **Option 2**: Reassign the contingency review to a different reviewer and retain the original contingency reviewer’s answers and comments.
- **Option 3**: Remove all currently assigned Reviewers from a submission using the **Unassign Designated Contingency Reviewer** activity.

**Unassign Original Contingency Reviewer and Assign New Contingency Reviewer**

Submission Workspace > IRB Tab

Note the following:

- The submission’s state is **Designated Reviewer Contingency Review**.
- The IRB tab lists **All IRB Reviews** associated with the submission.

1. Click the **Reassign Designated Contingency Reviewer** activity.

**“Reassign Reviewer” Activity Window**

The original Reviewer assigned to the submission automatically displays.

2. Click the **Delete?** checkbox next to the original Reviewer’s name.
3. Click **Select** in a blank row.
4. 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** or **Uniqname**.

5. Click the radio button next to the person’s name.
6. Click **OK**.
7. Click the **Reviewer Role** drop-down menu next to the new Reviewer's name and select the appropriate role.

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

9. Click **OK**.

Submission Workspace > IRB Tab > All IRB Reviews

Note the following on the **All IRB Reviews** list in the submission workspace:

- The previous **Contingency Reviewer** is unassigned.
- A new **Contingency Review** record has been created and is assigned to the newly added reviewer.
- The new 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 newly assigned reviewer's **Inbox**, and includes any **Inbox Staff Notes** that were entered.
Reassign Contingency Reviewer Retaining Original Reviewer’s Answers/Comments

Submission Workspace > IRB Tab

Note the following:

- The submission’s state is **Designated Reviewer Contingency Review**.
- The IRB tab lists **All IRB Reviews** associated with the submission.

1. Click the **Reassign Designated Contingency Reviewer** activity.

"Reassign Reviewer" Activity Window

2. Click **Select** next to the currently assigned reviewer's name.
3. 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** or **Uniqname**.
4. Click the radio button next to the person’s name.
5. Click **OK**.
6. Verify that the original reviewer's name has been replaced by the newly assigned reviewer (not shown).
7. (Optional) Enter **Inbox Staff Notes** and **Comments for Reviewers** in the fields provided.
8. Click **OK**.

Submission Workspace > IRB Tab > All IRB Reviews

Note the following on the **All IRB Reviews** list in the submission workspace:

- The Expedited Reviewer Checklist retains all answers/comments entered by the previous reviewer.
- The new 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 newly assigned reviewer's **Inbox**, and includes any **Inbox Staff Notes** that were entered.
Unassign All Designated Contingency Reviewers

Using the **Unassign Designated Contingency Reviewer** activity:

- Removes the reviewer(s) currently assigned
- Withdraws any submission contingency reviews
- Changes the state of the Full Committee or Expedited submission review(s) to **Submitted**
- Changes the staff submission review to **Review Study Team Changes**
- Changes the state of the submission to **Core Committee Staff Contingency Review**

**Submission Workspace**

1. Click the **Unassign Designated Contingency Reviewer** activity.

**Unassign Designated Contingency Reviewer Activity Window**

2. Click **OK**.