Designated Reviewer 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 will send the submission to a Designated Reviewer(s) to complete the contingency review.

Designated Reviewers asked to review an eResearch submission will be notified via email. The email notification will contain a link to the submission requiring review. It is recommended that Reviewers access eResearch submissions assigned to them via this email link.

Email Notification to Designated Reviewer

1. Click the link for the review to open it in eRRM.

   Note: You may need to enter your UMID and password.

2. Skip to Step 3.

OR

Committee Member (Designated Reviewer) Home Workspace

1. If you are already logged into eRRM:

   1. Click the Committee Member role, or verify it’s already selected.
   2. Click the Name of the review under the My Reviews section of the Inbox.

   Notes:

   • The Review is in the state of Review Contingencies.
   • If the IRB Staff entered any notes, then they will display under Staff Notes.
Submission Review Workspace

The submission review workspace displays.

Notes:
- The submission status is **Designated Reviewer Contingency Review**.
- 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**.
- 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.

3. Click **Edit Reviewer Checklist**.

The Reviewer Checklist displays.

4. Select the appropriate radio button, indicating whether or not the condition has been met.

5. Enter **Comments** regarding your answer.

**Note:** The checklist pictured is just an example. Your checklist may have different sections or questions.

6. Continue answering the remaining sections of the checklist.

**Note:** Required questions are indicated by a red (*) asterisk.
7. Complete additional items as appropriate.
8. Click the appropriate radio button to choose the Review Determination.
9. Click Save.
10. Click Continue.

Notes:
- The system will check to ensure all required questions have been answered. Any errors found must be corrected before continuing.
- If the Contingency Review is also an Expedited Review, complete the Expedited Category section (not shown here)
- If needed, complete the Approval Period section (not shown here).

11. Click Submit Review from the Jump To drop-down menu, or verify it's already selected.
12. Click the checkbox if the core committee staff can review all identified issues.
13. Click the Yes radio button to submit the review.

Notes:
- Click No if you are not ready to submit the review and want to save it. It will be saved in your Inbox.
- After you submit the review, you may edit and resubmit it at any time until the determination for this submission is processed and the study team is notified. The review can be found under the In Progress tab of your home workspace.

14. Click Finish to exit the review.

Note: The review will be in the state of Submitted.