IBC Committee Member Review

Committee Member Home Page

1. Verify Committee Member is displayed on the Home Workspace.
2. Click the Inbox tab or verify it is active.
   Note: The Inbox tab displays all reviews assigned to you that currently require your action:
   - My Reviews – Displays only submission reviews for IRB applications.
   - IBC Registration Reviews – Displays registrations that require your review.
3. Click on the Name of the registration to be reviewed.

IBC Committee Review Page

4. Click Submit Review from the Activities menu.
   Note: For details on other available activities, see the IBC Committee Review Activities Descriptions at the end of this procedure.

Submit Review

5. For each checklist item, select the appropriate Condition Met radio button.
6. Enter supporting Comments, if applicable.
7. Select the Recommended Motion.
8. Enter Review Comments, if applicable.
9. Add Review Attachments, if applicable.
10. Click OK to submit the registration.
   Note: The registration cannot be submitted until all checklist items have been completed. The system will generate an error if you do not respond to all IBC Reviewer Checklist items and attempt to submit the registration.
11. Verify the **Process Log** on the IBC Committee Review page shows that the registration was submitted.

**Note:** There may not be a state change because a registration may require multiple reviewers to approve it. Once all required reviewers have approved the registration, it will move to the Completed Reviews tab in the Committee Member Home Workspace.
The following Activities can be performed from the IBC Committee Review page:

- **View IBC Registration** – Opens a read-only view of the IBC Registration.
- **Printer Friendly Version** – Opens a printer friendly version of the complete registration and provides the option to print the registration.
- **View Differences** – Shows all changes to the registration between versions. If no previous versions are found, no changes will be displayed.
- **Submission Summary** – Opens a summary of the IBC Registration content.
- **Request Changes from PI** – Notifies the PI that changes are required to the Registration before it can be approved. Comments and documents can be added to this form. This activity also publishes Draft Changes to the PI.
- **Return to IBC Staff** – Returns the registration to IBC staff.
- **Submit Review** – Documents the Recommended Motion for the registration. Review Comments and Review Attachments can be included.
- **For Reviewers and IBC Staff Only** – Posts comments and documents to the Study Workspace. Comments and documents are visible only to IBC Reviewers and Staff and cannot be deleted.
- **Post Correspondence** – Posts comments and documents to the Study Workspace. They are visible to anyone with access to the study, including the PI, Registration Editors, Committee Staff, Committee Members, Technical Staff and Regulatory Parties, and cannot be deleted.