IBC Committee Member – Review Submitted Registration Changes

At times, the Registration may need to be sent back to the PI to make changes and/or updates prior to being approved by a Committee Member. Once the PI makes the required changes and resubmits the Registration, the Committee Member will be notified via email.

The Registration can be accessed via:

- The Registration Number link in the email notification
- The Inbox in the Committee Member’s Home Workspace

Accessing via E-Mail Notification

1. Open the Registration by clicking the Registration Number link in the e-mail.

Note: You will be prompted to log in to eResearch. Once logged in, the Registration Workspace opens.

OR

Accessing via Home Workspace

1. Log in to eResearch (not shown).
2. Verify Committee Member is displayed on the Home Workspace or select it from the My Roles list.
3. Click the Name of the Registration under the IBC Registration Reviews section of your Inbox.
4. Verify the Current State is IBC Committee Review.
5. Click View Differences from the Activities menu.

Note: You can also click View IBC Registration to view a current version of the full IBC Registration.
6. Review the changes made to the Registration using the following:
   - **Show Changes** drop-down menu to display changes made between versions.
   - **Changed Steps** drop-down menu to display the sections of the Registration that have been updated.

7. Click **Close** after completing the review to return to the Registration Workspace.

8. If additional changes are needed, click **Request Changes from PI**. Once the Registration is re-submitted by the PI, repeat steps 1-7.

9. Click **Submit Review** from the Activities menu in the Registration Workspace.

10. Click the appropriate radio button to record the **Recommended Motion**.

11. Optional: Enter **Reviewer Comments** in the field provided.

12. Optional: Click **Add** to attach any **Review Documents**.

13. Click **OK** to submit the review and return to the Registration Workspace.