IRB Committee – Review Repository Application

Repository Applications assigned to an IRB Committee member for review display in the Repository Applications to Review list on the Inbox tab of the Committee Member workspace.

Submit Review

IRB Core Committee Workspace > Inbox tab

1. Click the Name of the application from the Repository Applications to Review list on the Inbox tab.

Repository Application Workspace

2. From the Repository Application workspace, click Submit Review.

Note: If you wish to post comments or communicate with other reviewers, you have two options:

- Post Correspondence posts comments visible to all individuals with access to the Repository Application workspace.
- For Reviewers and IRB Office Staff posts comments visible only to other Reviewers and IRB Office Staff.
### Submit Review Window

3. Review the **Identified Issues Assigned to You**. For each identified issue, answer the following:
   - Issue Resolved?
   - Require Repository Team Action?

**Notes:**
- If desired, enter **Related Reviewer Comments**.
- You can also edit the language of an Identified Issue, if desired.

4. If desired, click **Add** to add any new issues.

5. Click the applicable radio button to select the appropriate **Motion**.

**Note:** To save your review for completion at a later time, do not select a motion.

6. Click the applicable radio button to select the desired **Approval Period**.

7. Click **OK**.