Newly submitted Repository applications display on the **Unassigned** tab of the IRB Staff workspace. IRB Staff complete an initial review of newly submitted Repository applications, including requesting any required changes to the application from the Repository Director, before the application is routed for IRB Committee review.

### Assign Owner

Assigning an IRB Staff Primary Owner moves the application from the **Unassigned** tab to the **Inbox** tab of the assigned owner.

### Home Workspace

1. From the **Unassigned Repository Applications** list on the **Unassigned** tab, click the application **Name**.

### Repository Application Workspace

2. Click **Assign Owner**.

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**Step-by-Step Procedure**

I. Assign Owner
II. Select Committee
III. Submit Staff Review
IV. Select Review Type
V. Submit Review
Optional: Request Changes
Assign Owner Window

3. Enter a new Primary owner’s name, or click **Select** to pick one.

**Note:** If desired, enter the following:
- Secondary Core Staff Owner
- Other IRB Owners
- Inbox Staff Notes

4. Click **OK**.

**Notes:**
- You will be returned to the Repository Application workspace.
- The application now displays in the Primary Core Staff Owner’s **Inbox** tab under **Repository Application Reviews**.

Select Committee

After a primary owner has been assigned, the repository application must then be assigned to the appropriate review committee.

Repository Application Workspace

1. Click **Select Committee**.
Select Committee Window

2. Click the applicable radio button to select the Assigned Committee.
3. Click OK.

Submit Staff Review

The Submit Staff Review activity can be executed multiple times as needed. This activity is not available until a Committee has been assigned.

Repository Application Workspace

1. Click Submit Staff Review.
Submit Staff Review Window

2. 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.
   - You can also assign Identified Issues to another reviewer via the **Edit All Issues** activity in the Repository Application workspace.

3. If needed, click **Add** to add any new issues.

   **Note:** If new issues are added, you will need to notify the Repository Director of required changes.

Submit Staff Review Window (continued)

4. If you are ready to indicate a **Motion**, click the applicable radio button.

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

5. If desired, enter **Inbox Staff Notes**.

6. Click **OK**.
Repository Application Workspace

Note: You can view Submitted Reviews and All Issues on the IRB tab in the Repository Application workspace.

Select Review Type

Once IRB Staff review is complete, select the appropriate review type to route the application to the appropriate party.

Repository Application Workspace

1. Click the desired review type from the Activities menu.

Note: In this example, we will select Full Committee. The following steps may differ slightly for other review types.

Full Committee Window

2. Click Add to assign Reviewers and select the appropriate Reviewer Roles.

Note: The list of reviewers available for selection is limited to active members of the assigned committee only.

3. Click the applicable radio button to select a Meeting date.

4. If desired, enter Comments to Reviewers.

5. Click OK.

Notes:

- The state of the application will change according to the selected review type.
- The application routes to the assigned reviewer/committee.
- Once IRB Committee review is complete, IRB Staff must validate the committee decision.
(Optional) Request Changes from Repository Director

If new issues are added or changes are required, IRB Staff can use the Changes Required by IRB Staff activity to notify the Repository Director of required changes.

Repository Application Workspace

1. Click Changes Required by IRB Staff.

Changes Required by IRB Staff Window

2. Enter Comments in the field provided.
3. If desired, click Add to attach any related documents.
4. Click OK.

Note: The state of the application changes to Changes Required by IRB Staff.
5. Once the application has been resubmitted, IRB Staff can click View Differences to review the changes.

Note: Alternatively, you can click View Project to view the entire application.

6. Review the changes made to the Repository Application 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 Repository Application that have been updated.

7. Click Close after completing the review to return to the Repository Application workspace.