MCRU Staff - Assign Submission for Review

When applications or amendments requiring review by MCRU are received, they display on the Inbox tab in the MCRU Staff workspace. MCRU Staff are responsible for assigning the submission to the appropriate reviewers. Once reviews are submitted by the Financial, Clinical and Lab Reviewers, MCRU Staff can generate and print the MCRU Meeting Report and, after holding the feasibility meeting, execute the Complete MCRU Review activity.

1. Select MCRU from My Roles, or verify it is selected.
2. Click the Name of the application or amendment you wish to assign for review.

Note: The Reviews Complete column indicates whether all required MCRU reviews have been completed on the submission.

3. Click Assign for Review.
4. Click Select to assign a Clinical Reviewer, and then choose the correct name from the list that displays.

Note:
- The Financial and Lab Reviewers will default to the applicable reviewer.
- Click Clear next to their name if you wish to select a different reviewer.

5. Click OK.

The submission moves from the MCRU Staff Inbox tab to their In Progress tab. A Pending Reviews column displays all Reviewers assigned to the submission who have not completed their review. Once all reviews are complete, the submission moves back to the MCRU Staff Inbox tab.
The **MCRU** tab in the submission workspace displays MCRU Review activity on the submission. Once generated, this tab also displays the **MCRU Meeting Report**, which can be printed for the feasibility meeting.

**Submission workspace (Application or Amendment)**

1. Click **Generate MCRU Meeting Report**.
2. Enter the **MCRU Meeting Date** or click the calendar icon to select the date.
3. Click **OK**.

4. On the **MCRU** tab, click **See the Report**.
5. Use your browser’s print function to print the report (not shown).

6. Once the feasibility meeting has concluded, click **Complete MCRU Review**.
7. Complete all the required fields.
8. Click **OK**.

The submission moves from the Inbox tab to the **Completed** tab in the MCRU Staff workspace.