Non-Committee Member Submission Review

Non-Committee Members (Ad-Hoc Reviewers) asked to review an eResearch submission will be notified via email. The email notification will contain a link to the submission requiring review. It is recommended that Ad-Hoc Reviewers access eResearch submissions assigned to them via this email link.

1. Locate the **To access this review, click this link** section of the email notification.

2. Click the Review Number link.

Log into eResearch

3. Enter your UMICH **Login ID** and **Password** on the Weblogin page.

4. Click **Log In**.

The Submission Review Workspace opens. The State of the submission is **Initial Review**.

5. Click **Edit Reviewer Checklist** from the Activities menu to begin the review of the submission.
Reviewer Checklist

Full Committee Review for H000055572 - IRB Secondary Reviewer

Reviewer Checklist:

Review Section

<table>
<thead>
<tr>
<th>Reviewer Checklist</th>
<th>Section</th>
<th>Checklist Item</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design Adequate?</td>
<td>Yes</td>
<td>Fails</td>
<td><strong>Irresponsible</strong></td>
</tr>
<tr>
<td>2. Rights Adequate?</td>
<td>Yes</td>
<td>Pass</td>
<td><strong>Irresponsible</strong></td>
</tr>
<tr>
<td>3. Informed Consent</td>
<td>Yes</td>
<td>Pass</td>
<td><strong>Irresponsible</strong></td>
</tr>
<tr>
<td>4. Confidentiality</td>
<td>Yes</td>
<td>Pass</td>
<td><strong>Irresponsible</strong></td>
</tr>
</tbody>
</table>

6. Review the submission according to your specific committee guidelines.

**Note:** There are a number of required actions/activities that must be completed once the Reviewer Checklist is opened. Click the applicable link below for detailed instructions/guidelines for completing and submitting reviews.

- For PRC, see [PRC Committee Member Review](#)
- For IRB, see [Full Committee](#)