PRC Committee Member Review

1. Click the **Committee Member** role or verify it is displayed in your Home Workspace.
2. Click the review name in **My Reviews** to access the review.
3. Click **Edit Reviewer Checklist** from the Activities menu to open the Reviewer Checklist.
Reviewer Checklist

4. Optional: Click one of the following to open available views/reports:
   - **All Issues** displays all identified issues related to the study.
   - **View PRC Summary Report** displays PRC-related information for the submission.
   - **Print Version of Submission** opens a printable version of the submission in a new window.
   - **Change Log for Submission** displays a history of modifications made to the submission.

5. Optional: Click the Review Checklist **Section** link to open that section of the submission in a new window.

6. Click the appropriate radio button in the **Condition Met** box for the associated Checklist Item.

7. Enter any **Comments** related to the Checklist Item/Condition in the field provided.

**Notes:**
- Comments are optional when **Condition Met** = Yes.
- Comments are required when **Condition Met** = No. Comments will be converted to an identified issue upon submission of the review.
Reviewer Checklist (Cont.)

8. Optional: Describe any Additional Issues you would like identified for the study team.

9. Optional: Use the Notepad field to record personal notes about the review (e.g., presentation notes) visible only to committee members.

10. Optional: Click Add to attach any supporting review documents. See Adding Supporting Documents section below for details.

11. Click the appropriate radio button to record your Review Recommendation.

12. Click Continue.

Submit Review

13. If applicable, click the Check here if core committee staff can review ALL identified issues checkbox.

14. Click the appropriate radio button to answer the question, Are you ready to submit your review?

15. Click Finish to exit the Submit Review page and save your work.

Notes:

- The submission is now ready to be reviewed at the assigned Committee meeting.
- You may edit and resubmit the review at any time until the determination for the submission is processed and the study team is notified.
- The review can be found in the In Progress tab on your Committee Member Workspace.
Adding Supporting Documents

1. Click Add under Supporting review documents in the Reviewer Checklist (not shown).
2. Enter a Title for the document you are uploading or leave it blank.
   **Note:** Entering a title is optional. If you do not enter a title, the filename becomes the title of the document.
3. Use the Browse button to locate the document on your computer.
4. Select the file to upload from your computer and click Open (not shown).
5. Click **OK**.