PRC Committee Member Review

Important Information

- Verify **Committee Member** is displayed on the **Home Workspace**.
- Look for the **Committee Member** header on the left side of the workspace.
- To change your role, click the desired role on the **Home Workspace**.

**eResearch Home Workspace**

1. Click the review name in **My Reviews** to access the review.

**Initial Review**

2. Click **Edit Reviewer Checklist** to open the Reviewer Checklist.
1. The following actions are available from the Submission Checklist:
   - **Print Version of the Submission:** Opens up a copy of the submission.
   - **Change Log for Submission:** Opens the change log for the submission.
   - **All Issues:** Opens the issue report for the submission.
   - **View PRC Summary Report:** Opens up a copy of the summary report.
   
   **Note:** All of the above reports open in a separate window.

2. **Reviewer Checklist** displays the sections, reviewer checklist item, condition met, study team publication, and comments for each phase of the application. It is also used to assign additional review teams.

3. If desired, click **Print Version of the Submission** to open the submission.

4. The **Printed Version of the Submission** opens in a separate window.
   
   **Note:** The submission can be moved around and resized within the eResearch window to allow for review of the submission and checklist simultaneously.
Checklist – Reviewer Checklist

1. **Section** identifies the main section of the submission that needs to be reviewed for approval.

   **Note:** You can also click on the section number to go directly to that section of the smartform.

2. **Reviewer Checklist Item** displays the question and sub-set question needed for review.

3. Click **Condition Met** if the condition in the Reviewer Checklist item has been met.

4. Click **Publish to Study Team** to publish the identified issue to the study team.

   **Note:** If this box is checked, all study team members can view the identified issue and corresponding comments once the review is submitted. If this box is not checked, only Committee Members will have access to this data.

5. **Comments** can be added for reference at a later date.

   **Note:** When a condition is not met, a comment is required and will be converted to an identified issue upon submission of the Reviewer Checklist.

6. **To be Reviewed by** can be used if an issue needs to be reviewed by another reviewer. Use the drop down box to select the reviewer.
Checklist – Reviewer Checklist

7. Notes can be added to General Issues for Study Team and/or Staff.
   Note: These then become Identified Issues.

8. Reviewer Notes can be added and will only appear on the review form.

9. Click Add to include Supporting Review Documents, if desired.

Adding Supporting Documents

10. 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.

11. Use the Browse button to locate the document on your computer.

12. Select the file to upload.

13. Click Open.

14. Click OK.

Reviewer Recommendation

15. Choose the desired Reviewer Recommendation.

16. Click Continue.
17. When a condition is not met, the associated comment will be converted to an **Identified Issue** upon submission of the review.

18. Click the checkbox if core committee staff can review all identified issues in the submission.

   **Note:** The submission can now be either submitted for review or saved.

19. Click **Check here if you are ready to submit the review.**

20. Click **Finish.**

   **Note:** You can edit and resubmit the checklist at any time until the determination for the submission is processed and the study team notified.

1. The submission is now ready to be reviewed at the assigned Committee meeting.

   **Note:** The submission will now leave your Inbox and display under the In Progress tab.
1. To edit the Reviewer Checklist, prior to the determination for the submission and notification of the study team, click **My Home** to go to your Home Page.

2. Verify the current role is **Committee Member**.

3. Click on the **In Progress** tab.

4. Click on the **Name** of the submission to be edited.

5. Verify the current state is **Submitted**.

6. Click on **Edit Reviewer Checklist** to begin the edit.
7. Edit the **Reviewer Checklist**, as needed.

8. Click the **Save** button to save any changes that were made.

9. Click the **Exit** button to exit the Reviewer Checklist.

10. Click **Continue** to move to the Submit Review screen.

11. Only **new Identified Issues** are displayed on the Submit Review screen.

   **Note:** General issues will still display.

12. The **Current Review Status** displays Submitted since the checklist was previously submitted.

13. Click **Check here is you are ready to submit the review** to submit the revised review.

14. Click **Finish**.

   **Note:** Reviewer Checklist changes are now saved and the checklist has been resubmitted.