

### **Committee Member Review - Overview of Changes**

#### **Overview of Changes**

This document provides a description of the changes to the Reviewer Workspace and Reviewer Checklist form in the upgraded eResearch system. These changes are effective March 23, 2007.

#### **Reviewer Workspace and Reviewer Checklist form changes:**

• The Review Workspace and Reviewer Checklist form display **Staff Notes to Reviewers**. This allows the staff to communicate non-issue specific information about the submission to committee members.

#### **Reviewer Checklist form changes:**

- The **Reviewer Checklist** section has been reformatted to provide more room for checklist item descriptions and reviewer comments.
- The **Publish to Study Team** and **To be Reviewed by** columns for Reviewer Checklist items have been removed because they are for staff use only.
- The General Issues for Study Team/Staff section has been renamed Additional Issues. The function of this section has not changed. This section is used to enter additional issues for the study the study team to address.
- The **Reviewer Notes** section has been renamed **Notepad**. The function of this section has not changed. This section is for reviewer use and the information entered is not communicated to staff or study team members.

#### Details

The following pages display a sample of the current Reviewer Checklist form, a sample of the new Reviewer Checklist form, and a description of the section changes.



# **Current Reviewer Checklist**

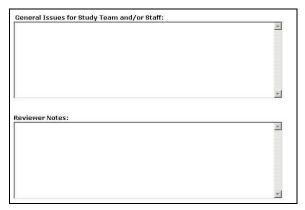
-	ion of Submission 🔵 🔇 🗞	Change Log for Si u: The followin		All Iss		ed to you for re	view.
Section	Identified Issue			issue Resolved	Publish to Study Team	Created By	Comments
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	ooklist.						
eviewer Ch ection	Reviewer Checklist Item	Condition Met	Publish to Study Team	(* When c required a	<b>ts</b> condition is not me and will be convert n submission.)		To be Reviewed by:

# New Reviewer Checklist (Release 1.5.4)

UM00005649 -		🛆 All Issues				
Print Version of		A AN ISSUES				
Staff Notes	to Reviewers:					
Posted by Bill B	ehave				Posted or	n 3/12/2
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dentified I	ssues Assigned to You:					
he following ider	ntified issues have been assigned to you for rev	view.				
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## **Current Reviewer Checklist**



### New Reviewer Checklist (Release 1.5.4)

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otepad: his information is not communicated to office	e staff or study team members.
	e staff or study team members.

Letter	Checklist Section	Description of Change
A	Staff Notes to Reviewers	This new section has been added to the Reviewer Checklist form. This allows staff to communicate non-issue specific information to reviewers. These notes can also be viewed on the Reviewer Workspace.
В	Identified Issues Assigned to You	This section will not change with Release 1.5.4.
С	Reviewer Checklist	The <b>Checklist Item</b> description has been enlarged. The <b>Publish to Study Team</b> column has been removed. The <b>Comment</b> text box has been enlarged. The <b>To be Reviewed by</b> column has been removed.
D	Additional Issues	This section has been renamed.
Е	Notepad	This section has been renamed.