



ALL APPLICABLE MODULES

Reviewer Dashboard

Software Version: 13.01

Manual Version: P1

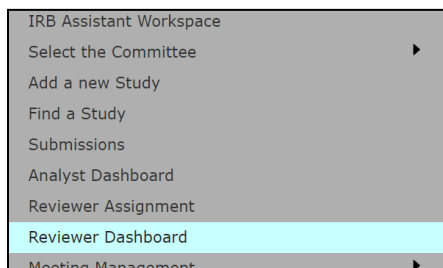
Manual Published: 7/21/2021

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Introduction

The **Reviewer Dashboard** link in the **IRB Assistant Workspace** menu group provides access to submissions for which the logged-in user is assigned as a Reviewer, internal submission routing assignments, and details of any upcoming committee meetings.



Incomplete Reviewer assignments populate in the **Reviewer Dashboard** page (shown below). The page includes a left-hand sidebar menu with a **Switch View** section containing links to toggle between **Task List** and **Internal Submission Routing** views. The sidebar also includes links to view the agenda for upcoming and past meeting dates.

The screenshot shows the 'Reviewer Dashboard' interface. On the left is a sidebar with a 'Switch View' section where 'Task List' is selected. Below it are sections for 'Upcoming Committee Meeting' and 'Past Committee Meeting'. The main area features a search bar and a table of submissions. The table has columns for PDF, Details, Click to open, IRB Number, Ref Number, Type, Review Process, Date Board Received, Expiration Date, Principal Investigator, and Submission Assigned Analyst.

PDF	Details	Click to open	IRB Number	Ref Number	Type	Review Process	Date Board Received	Expiration Date	Principal Investigator	Submission Assigned Analyst
			Multi Site Test 5617-4							
			IRB-21-445	001251	Initial Review Submission Form	Designated Reviewer	06/17/2021 8:49:48 AM PDT		Investigator, John	
			NIH Demonstration							
			IRB-21-468	001294	Submission Correction for Initial Review Submission Form	Designated Reviewer	06/30/2021 3:00:09 PM PDT		Investigator, John	Coordinator, Jane
			Copy of NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination							
			Hello!	001329	Initial Review Submission Form	Designated Reviewer	07/19/2021 8:10:23 AM PDT		Investigator, John	Coordinator, Jane

The **Task List** view is selected by default, displaying submissions the logged in user has been assigned to review.

Navigation in iRIS™

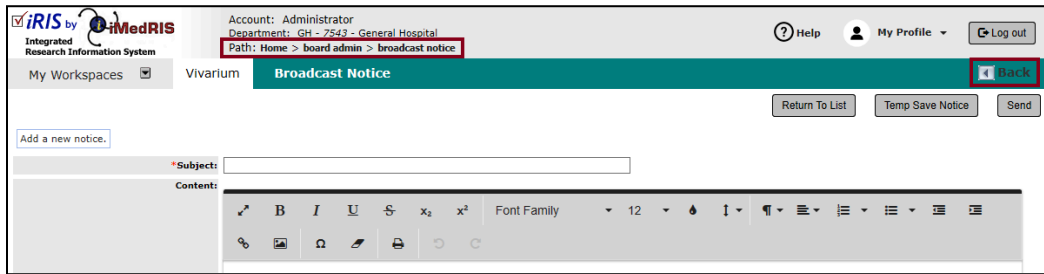
iRIS™ includes two standard navigation tools on all pages nested one or more levels beneath the primary Workspace page of the module currently in use (e.g., Post Award Management, Conflict of Interest Assistant, Animal Resource Center, etc.): a Path directory tree, and Back buttons.

Path Directory Tree

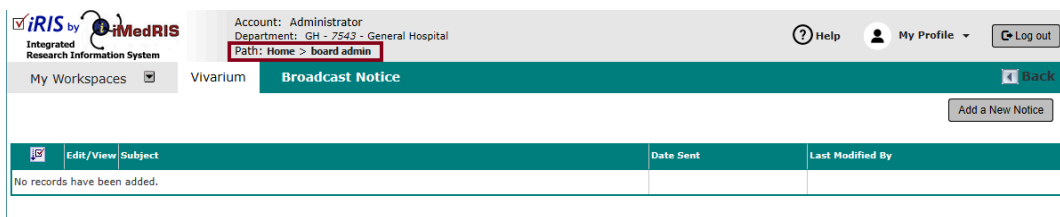
The **Path** item at the upper left of iRIS™ pages provides a hyperlinked menu directory tree, allowing the user to quickly navigate back through the path they followed to get to their current location. **Path** appears on all pages nested at least one level beneath the main workspace.

NOTE: screenshots in this manual are primarily taken from the Animal Resource Center (ARC) module, but notification functionality and features shown are the same in Post Award Management.

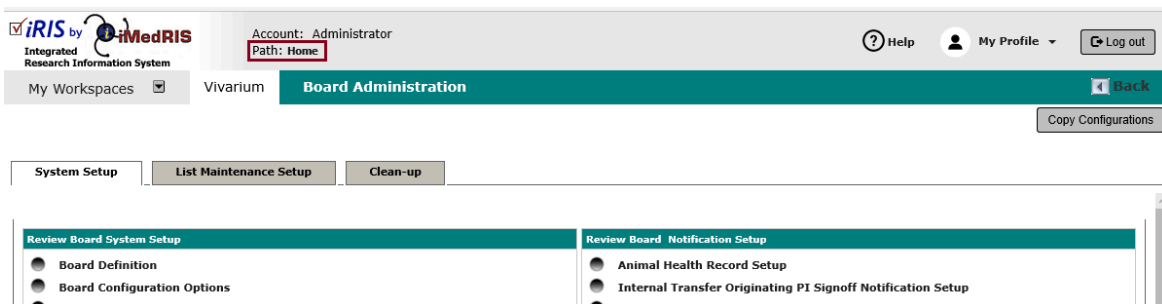
In the example shown the user is viewing the **Broadcast Notice Add a new notice** page. This page is nested three levels beneath the main workspace page, as indicated by the three links available in the **Path** directory tree: **Home, board admin** and **broadcast notice**.



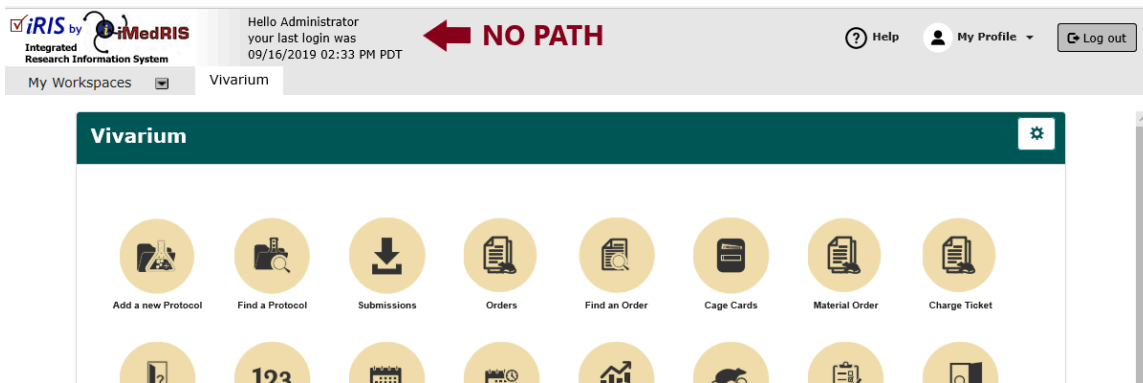
Click on **broadcast notice** in the **Path** to navigate up one level in the directory tree, to the main **Broadcast Notice** page. There are now two levels in the **Path** directory tree: **board admin** and **Home**.



Click on **board admin** in the **Path** to navigate up one level in the directory tree, to the **Board Administration** page. There is now one level in the **Path: Home**.

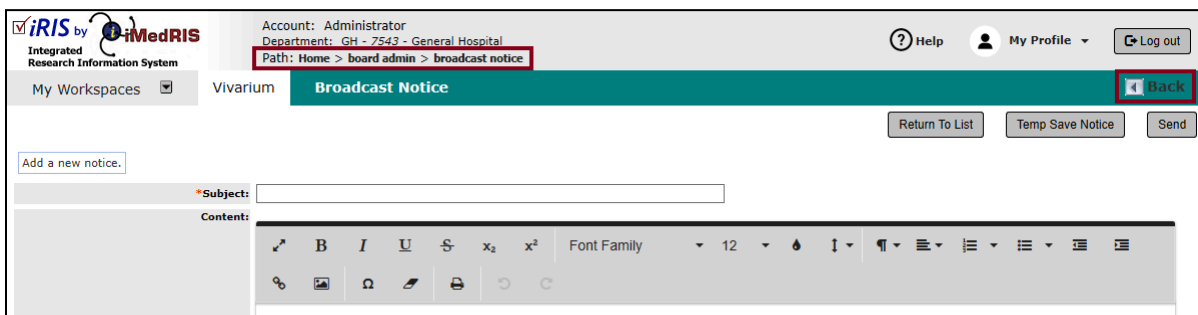


Click on **Home** in the **Path** to navigate up one level in the directory tree, to the main Workspace page. No Path item is displayed here because the user is now at the top-most level of the directory tree.

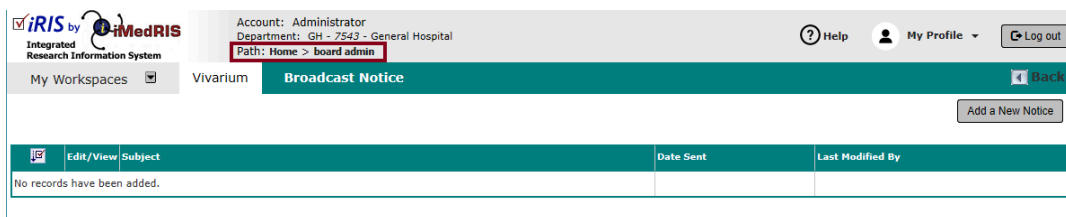


Back Button

The second navigation tool is the **Back** button, which appears on all pages nested at least one level beneath the main workspace. The **Back** button takes the user to the same location as the last link shown in the **Path**.



In the example shown above, both the **Back** button and the **broadcast notice** link in the **Path** return the user to the **Broadcast Notice** page:



Clicking the **Back** button on the **Broadcast Notice** page returns the user to the Board Administration page, as indicated by the last link in the **Path** directory tree shown in the screenshot above.

*Note that where the **Back** button appears on a page with editable fields or document upload controls, clicking the button before saving changes returns the user to the same location as the last link shown in the **Path** without saving changes.*

Task List

The **Task List** page (shown below) includes search and view options.

My Workspaces IRB **Reviewer Dashboard**

[Close Search]

Submissions Type: Committee Type:

Process Type: Status:

PDF	Details	Click to open	IRB Number	Ref Number	Type	Review Process	Date Board Received	Expiration Date	Principal Investigator	Submission Assigned Analyst
			<i>Multi Site Test 5617-4</i>							
			IRB-21-445	001251	Initial Review Submission Form	Designated Reviewer	06/17/2021 8:49:48 AM PDT		Investigator, John	
			<i>NIH Demonstration</i>							
			IRB-21-468	001294	Submission Correction for Initial Review Submission Form	Designated Reviewer	06/30/2021 3:00:09 PM PDT		Investigator, John	Coordinator, Jane
			<i>Copy of NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination</i>							
			Hello!	001329	Initial Review Submission Form	Designated Reviewer	07/19/2021 8:10:23 AM PDT		Investigator, John	Coordinator, Jane

Click the **Close Search** link to hide the search form. The icon hides the sidebar menu on the left, allowing the **Task List** queue to expand to fill the page.

The search form includes the following filters:

Submissions Type — list of submission form types

Committee Type — list of committees to which the logged-in user belongs

Process Type — review process and category; the category dropdown list populates after the **Process Type** field is set to “Assigned”; the category field default is **All**, but includes options for submissions placed **On Agenda, Expedited, Emergency Use**, etc.

[Close Search]

Submissions Type:

Process Type:

PDF	Details	Click to open	IRB Number
			<i>Multi Site Test 5617</i>
			IRB-21-445
			<i>NIH Demonstration</i>
			IRB-21-468

- All
- Full Committee Review
- Expedite
- Exempt
- Returned for Corrections
- Process Administratively
- Designated Reviewer

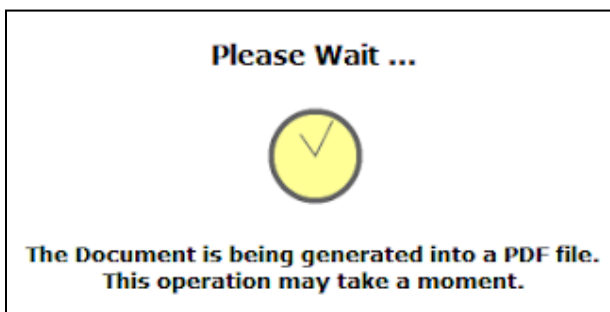
Status — allows for search by “Incomplete” or “Complete” assignment status

Enter desired search criteria and click the **Search** button. Results load in a table beneath the search form.

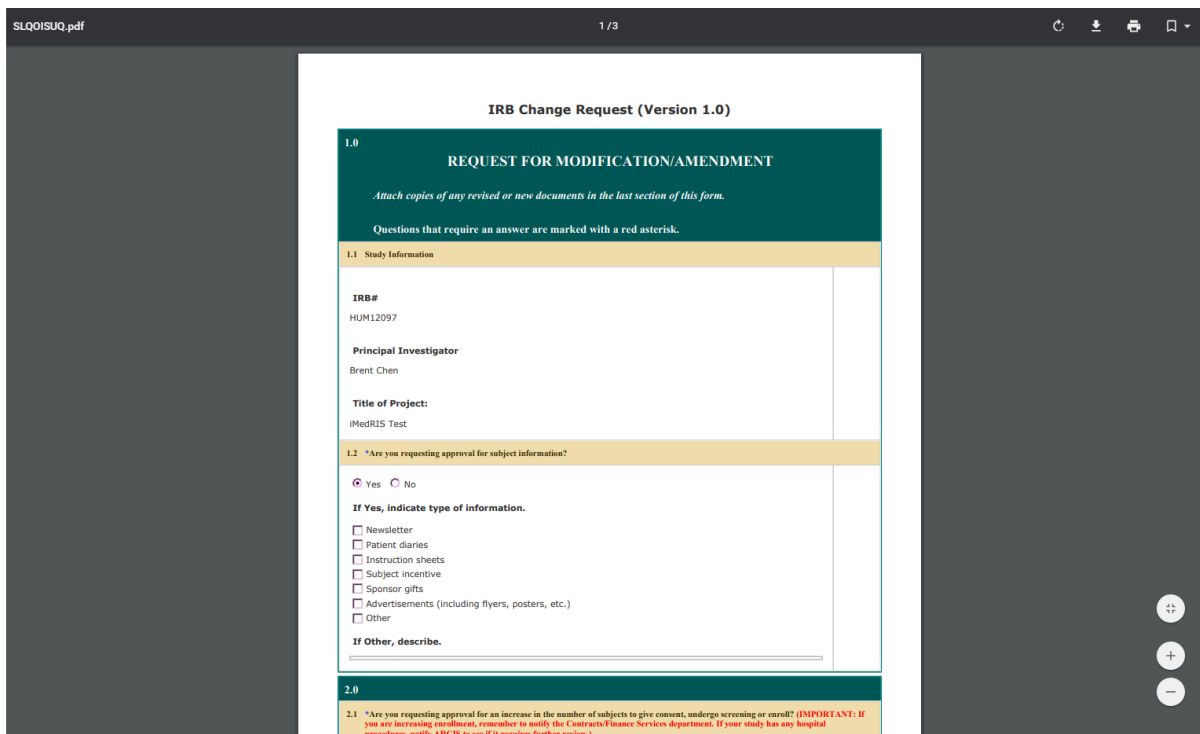
The table of results contains the columns shown in the screenshot below. Click the applicable data column header to sort the results by that column, clicking once or twice as needed to sort in ascending or descending alphabetic order.

PDF	Details	Click to open	IRB Number	Ref Number	Type	Review Process	Date Board Received	Expiration Date	Principal Investigator	Submission Assigned Analyst	
			Multi Site Test 5617-4			Initial Review Submission Form	Designated Reviewer	06/17/2021 8:49:48 AM PDT		Investigator, John	

Click the icon in the **PDF** column to view the submission form in PDF format. When this icon is clicked, the system converts the submission components to PDF view. This may take several moments, depending on the size of submission component files.



The PDF opens in a new window, as shown in the screenshot below. From here the submission can be viewed or printed. Click the **Close** button at the top of the page to close it.



Back on the **Task List** page, clicking the icon in the **Details** column pops up with additional details about the submission.

PDF	Details	Click to open	IRB Number	Ref Number	Type	Review Process	Date Board Received	Expiration Date	Principal Investigator	Submission Assigned Analyst
			Multi Site Test 5617-4		Initial Review				Investigator, John	
				001251			06/17/2021 8:49:48 AM PDT		Investigator, John	Coordinator, Jane

Submission Details [X]

Ref Number	Study Classification	Date Board Received	Principal Investigator	Assigned Analyst
001251		06/17/2021 8:49:48 AM PDT	Investigator, John	

Also on the **Task List** page, clicking the icon in the **Click to Open** column opens the Reviewer Checklist (see next manual section).

Reviewer Checklist

The **Reviewer Checklist** is accessed by clicking the icon in the **Click to Open** column for the applicable submission in the **Task List** page (accessed via IRB Assistant > **Reviewer Dashboard** link). Navigate through the form by completing the necessary questions and clicking the **Save and Continue** button on the top right of the page for each completed section.

My Workspaces IRB Number: **IRB-21-468** IRB Review Checklist - (Version 1.0) [Back](#)

Protocol Items Miscellaneous **Submission Forms**

[Print Friendly](#)
[Reviewer Panel](#)
[Save Section](#)
[Save and Continue to Next Section](#)

Section view of the Form **Entire view of the Form**

1.0 **Reviewer Checklist Form**

1.1 Please answer all of the following:

* The convened Board (or designated reviewer) has adequate expertise to conduct review.
 Yes No

* The assigned reviewer has a Conflict of Interest.
 Yes No

Please review all of the submission components below.

[Compare Item\(s\)](#)
[Items in List View](#)
[Clear Viewed Item\(s\)](#)
[Create PDF Packet](#)

Compare	Include in PDF Packet	Compare to Last Approved	View in Separate Window	Revisions	Current Submission Components (All Rounds)	More Details
Submission Form(s)						
<input type="checkbox"/>	<input type="checkbox"/>				IRB - Pre-Review Correction Form - RB - (Version 1.0)	
<input type="checkbox"/>	<input type="checkbox"/>				Initial Review Submission Form - (Version 1.0)	
Application						
<input type="checkbox"/>	<input type="checkbox"/>				IRB Application - (Version 1.0)	
Consent Form(s)						
Category : Consent						
<input type="checkbox"/>	<input type="checkbox"/>				Informed Consent (English) - (Version 1.1) *Revision modified by the IRB.	

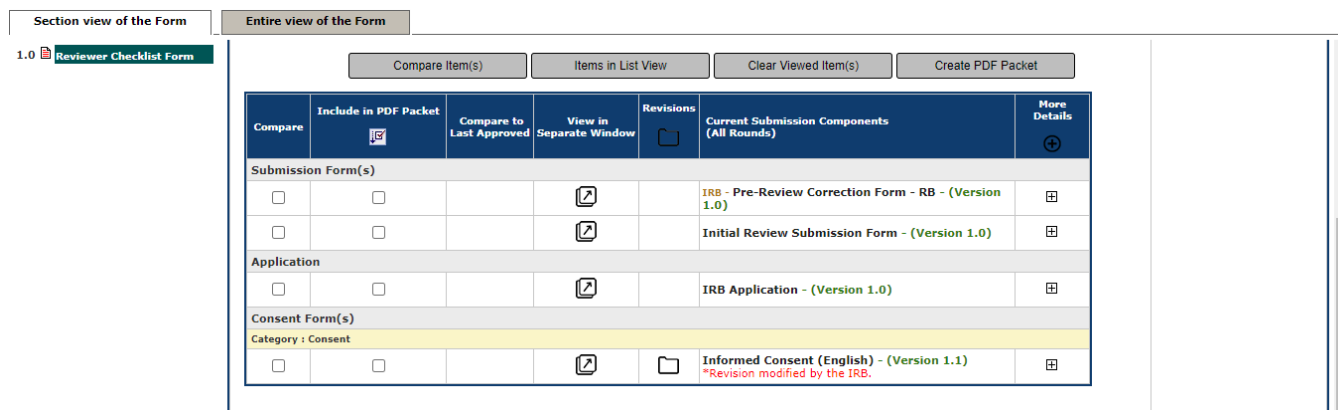
A **Reviewer Panel** button is available at the top of the page. The **Reviewer Panel** allows for navigation through the submission components, to drill into specific sections within each form and make comments as needed. See the next section of this manual for more information about the **Reviewer Panel**.

The page also includes the following buttons:

Print Friendly — click to view and optionally print a streamlined view of the form

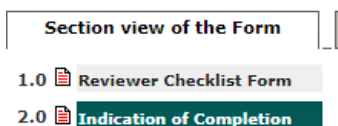
Save Section — save the current section

Save and Continue to Next Section — save the current section and navigate to the next section of the form

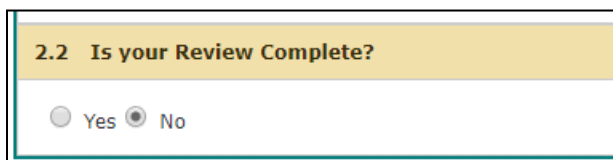


Click the icon in the **View in Separate Window** column for the applicable document to open it for viewing and optional printing.

As progress is made through the form a navigation sidebar menu is built to the left of the form, allowing for one-click access to all sections.



At the end of the **Reviewer Checklist**, for the **Is your Review Complete** field select “Yes” to flag the review as complete, “No” to keep it as incomplete, then click the **Save and Continue** button.



When the review is flagged as complete, the corresponding Reviewer assignment in the Reviewer Dashboard moves to a “Complete” Status.

Reviewer Panel

The **Reviewer Panel** is accessed by clicking the Reviewer Panel button on the submission review page (red box in screenshot below).

My Workspaces IRB Number: **IRB-21-468** IRB PI: Investigator, John **Review Checklist - (Version 1.0)** Back

Protocol Items Miscellaneous **Submission Forms**

Print Friendly **Reviewer Panel** Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

All available submission components can be accessed via links in the left-hand sidebar menu.

Study Status: **Returned for Corrections** Ref Number: 001294 IRB Number: IRB-21-468 Study Title NIH Demonstration Close Panel

Submission Components

- Submission Form(s)
- Application
- Consent Form(s)

Welcome to Submission Review Panel
Click on the submission components you would like to review from the left-side menu.

Click each submission component link to view its associated forms.

Submission Components

- Submission Form(s)**
 - Pre-Review Correction Form - R B (Version 1.0)
 - Initial Review Submission Form (Version 1.0)
- Application**
 - IRB Application (Version 1.0)
- Consent Form(s)**
 - Informed Consent (English) (Version 1.1)

To view the entire submission form, click on the form name.

Study Status: **Returned for Corrections** Ref Number: 001294 IRB Number: IRB-21-468 Viewing: Pre-Review Correction Form - RB (Version 1.0) Close Panel (X)

Submission Components	
Submission Form(s)	
<input type="checkbox"/> Pre-Review Correction Form - RB (Version 1.0)	
<input type="checkbox"/> Initial Review Submission Form (Version 1.0)	
Application	
<input type="checkbox"/> IRB Application (Version 1.0)	
Consent Form(s)	
<input type="checkbox"/> Informed Consent (English) (Version 1.1)	

1.0 Review Response Submission Form
 You have received this form either during the administrative pre-review process or after formal review by the committee. This form allows you to respond to recommendations, stipulations, or other issues identified during this review process. Make the appropriate revisions to your submission and attach the new versions in the Revised Submission Materials section.

1.1 Principal Investigator:	
John Investigator	
1.2 Study Title:	
NIH Demonstration	
1.3 Study Number:	
IRB-21-468	
1.4 Study Alias:	
NIH D123	

View specific sections within each form by clicking the icon to expand section details. Once the sections are expanded, click on a specific section to open it for review.

Submission Components

Submission Form(s)

Pre-Review Correction Form - RB (Version 1.0)

Section Name		
Review Response Submission Form You have rece..		
Stipulations and Comments		

Initial Review Submission Form (Version 1.0)

Section Name		
Transitioning to Initial Review Submission		
IRB - Initial Review Submission Packet		
Application Form		
Consent Documents		
Other Study Documents		
Additional Special Routing		

Within each form, comments can be entered next to questions. To comment, click on the icon next to the corresponding question.

Study Status: Returned for Corrections Ref Number: 001294 IRB Number: IRB-21-468 Viewing: Pre-Review Correction Form - RB (Version 1.0) Close Panel (X)

Submission Components	1.0 Review Response Submission Form
Submission Form(s)	You have received this form either during the administrative pre-review process or after formal review by the committee. This form allows you to respond to recommendations, stipulations, or other issues identified during this review process. Make the appropriate revisions to your submission and attach the new versions in the Revised Submission Materials section.
<input type="checkbox"/> Pre-Review Correction Form - RB (Version 1.0)	
Section Name	
Review Response Submission Form You have rece..	
Stipulations and Comments	
<input type="checkbox"/> Initial Review Submission Form (Version 1.0)	
Section Name	
Transitioning to Initial Review Submission	
IRB - Initial Review Submission Packet	
Application Form	
Consent Documents	
Other Study Documents	
Additional Special Routing	
Application	

1.1 Principal Investigator:	
John Investigator	
1.2 Study Title:	
NIH Demonstration	
1.3 Study Number:	
IRB-21-468	
1.4 Study Alias:	
NIH D123	

A text editor window pops up for entry of comments. Enter desired comments and format the text as desired using provided tools above the text entry box.

Select the **Display my comment to other reviewers** checkbox (bottom left corner in screenshot above) to enable display of the comment to other reviewers.

Click **Cancel** to close the popup without saving the comment.

Click **Save Comment** to save the comment. The background for the comment is shaded blue (see screenshot below) to indicate shared comments at a glance.

Study Status: **Returned for Corrections** Ref Number: 001294 IRB Number: IRB-21-468 Viewing: Pre-Review Correction Form - RB (Version 1.0) Close Panel (X)

Submission Components

Submission Form(s)

Pre-Review Correction Form - RB (Version 1.0)

Section Name	
Review Response Submission Form You have rece..	1
Stipulations and Comments	

Initial Review Submission Form (Version 1.0)

Section Name	
Transitioning to Initial Review Submission	
IRB - Initial Review Submission Packet	
Application Form	
Consent Documents	
Other Study Documents	
Additional Special Routing	

Application

IRB Application (Version 1.0)

Consent Form(s)

Informed Consent (English) (Version 1.1)

1.0 Review Response Submission Form

You have received this form either during the administrative pre-review process or after formal review by the committee. This form allows you to respond to recommendations, stipulations, or other issues identified during this review process. Make the appropriate revisions to your submission and attach the new versions in the Revised Submission Materials section.

1.1 Principal Investigator:

John Investigator

1.2 Study Title:

NIH Demonstration

1.3 Study Number:

IRB-21-468

1.4 Study Alias:

NIH D123

When viewing a Consent or other study document, the document displays within the panel and a **Highlight Mode** feature populates at the top of the panel. By default, this mode is turned off. Click the **On** button to enable it.

Study Status: **Returned for Corrections** Ref Number: 001294 IRB Number: IRB-21-468 Viewing: Informed Consent (English) (Version 1.1) Highlight Mode **ON OFF** Close Panel (X)

Submission Components

Submission Form(s)

Pre-Review Correction Form - RB (Version 1.0)

Section Name	
Review Response Submission Form You have rece..	1
Stipulations and Comments	

Initial Review Submission Form (Version 1.0)

Section Name	
Transitioning to Initial Review Submission	
IRB - Initial Review Submission Packet	
Application Form	
Consent Documents	
Other Study Documents	
Additional Special Routing	

Application

IRB Application (Version 1.0)

Consent Form(s)

Informed Consent (English) (Version 1.1)

Fax #

ADULT RESEARCH SUBJECT INFORMATION AND CONSENT FORM
(If a waiver for authorization of use and disclosure of PHI is being requested or research does not involve subjects for whom protected health information is available to the researchers.) OR

ADULT RESEARCH SUBJECT INFORMATION AND CONSENT FORM and AUTHORIZATION FOR USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

RESEARCH PROJECT TITLE
(Capitalized and bolded, must match the title on the IRB application)

Principal Investigator: , [M.D., Ph.D., etc.]

Other Staff (identified by role): , [M.D., Ph.D., etc.]

Contact Phone number(s): (419)

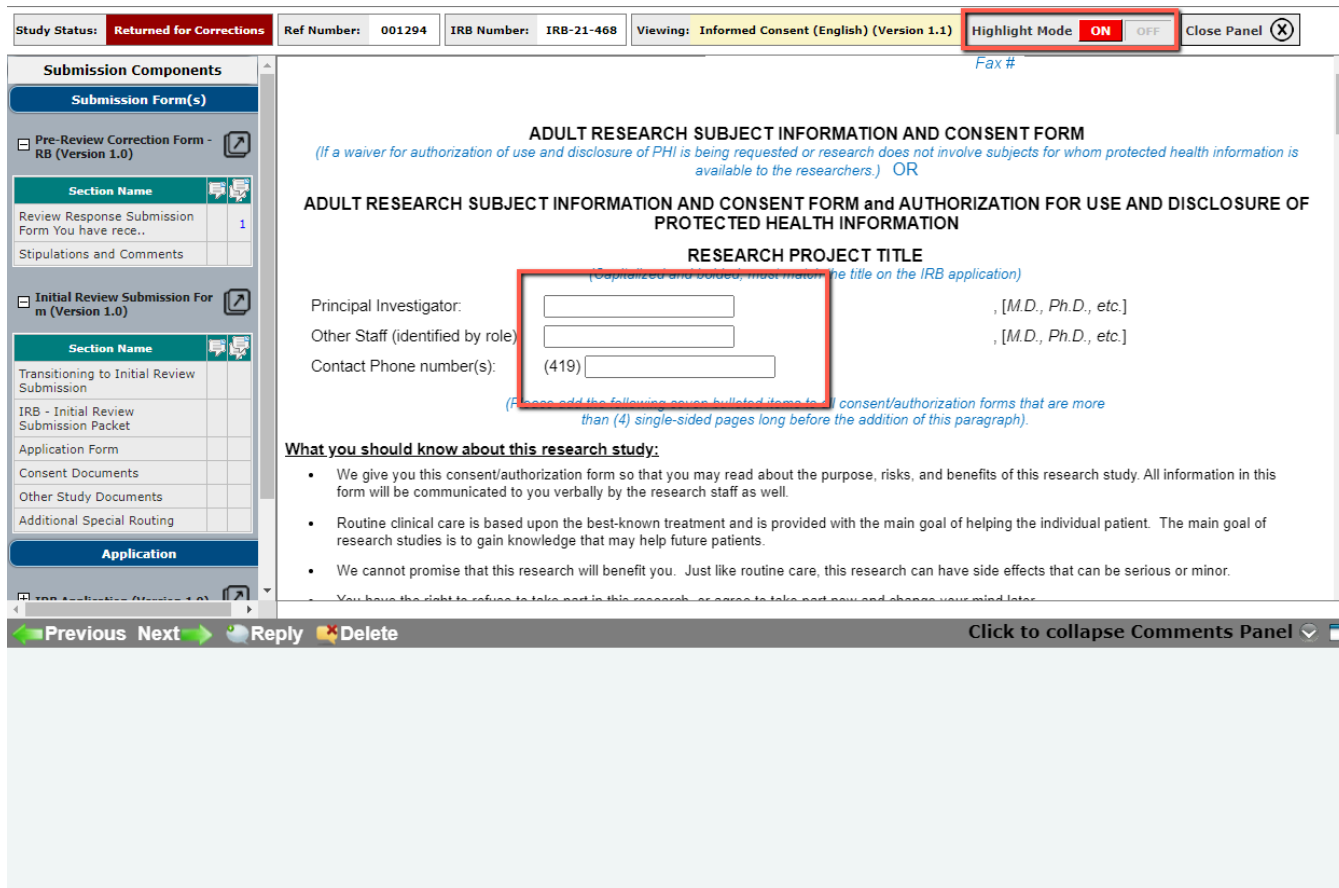
(Please add the following seven bulleted items to all consent/authorization forms that are more than (4) single-sided pages long before the addition of this paragraph).

What you should know about this research study:

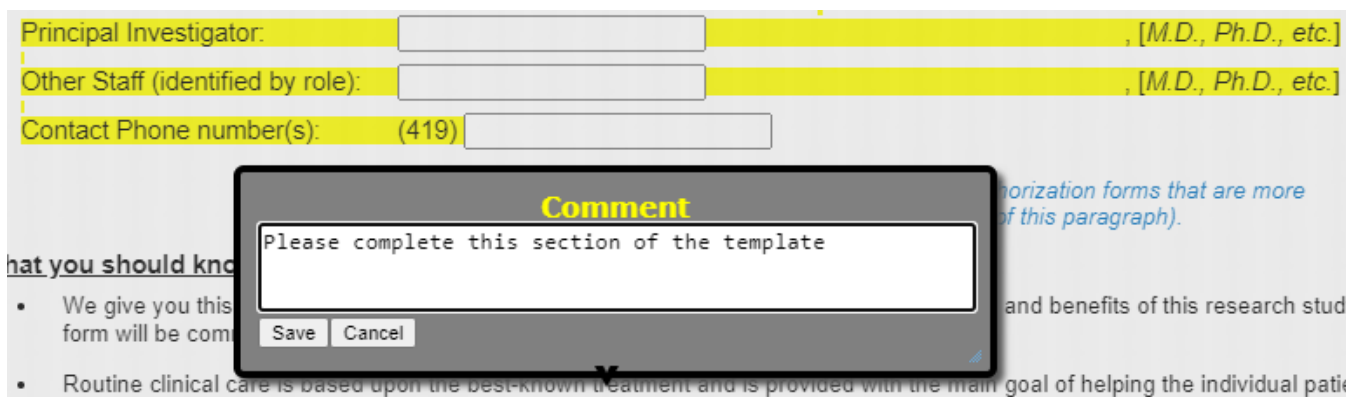
- We give you this consent/authorization form so that you may read about the purpose, risks, and benefits of this research study. All information in this form will be communicated to you verbally by the research staff as well.
- Routine clinical care is based upon the best-known treatment and is provided with the main goal of helping the individual patient. The main goal of research studies is to gain knowledge that may help future patients.
- We cannot promise that this research will benefit you. Just like routine care, this research can have side effects that can be serious or minor.
- You have the right to refuse to take part in this research, or agree to take part now and change your mind later.
- If you decide to take part in this research or not, or if you decide to take part now but change your mind later, your decision will not affect your routine care.
- Please review this form carefully. Ask any questions before you make a decision about whether or not you want to take part in this research. If you decide to take part in this research, you may ask any additional questions at any time.
- Your participation in this research is voluntary.

PURPOSE (WHY THIS RESEARCH IS BEING DONE)
You are being asked to take part in a research study of *state what is being studied*. The purpose of the study is to *state what the study is designed to discover or test (if the study is for an investigational drug, you should indicate that the study is to test effectiveness and safety of the drug when appropriate in addition to including the sentence: An investigational drug is one which has not been approved by the U.S. Food and Drug Administration (FDA).*

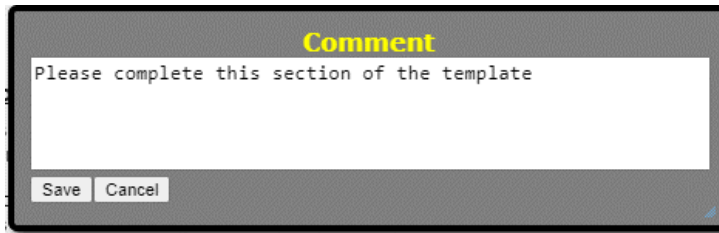
When **Highlight Mode** is enabled, the **Comments Panel** populates at the bottom of the page (shown in screenshot below). Areas of the document can be highlighted and comments on the submission can be entered.



Click the **Reply** link in the **Comments Panel** to open a comment box. A popup **Comment** box populates, as shown below; this box can be dragged around the screen as needed to make parts of the underlying form visible. Enter the desired comment.

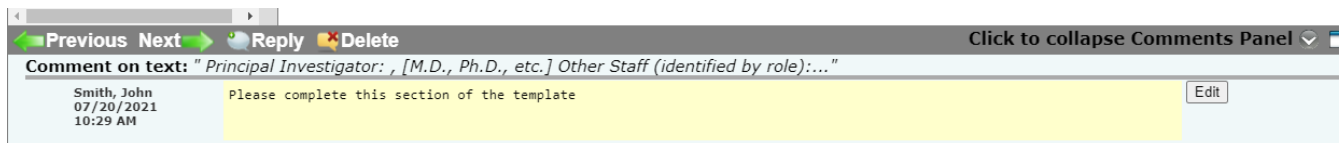


Click and drag the expansion handle at the bottom corner of the popup to expand the **Comment** box.



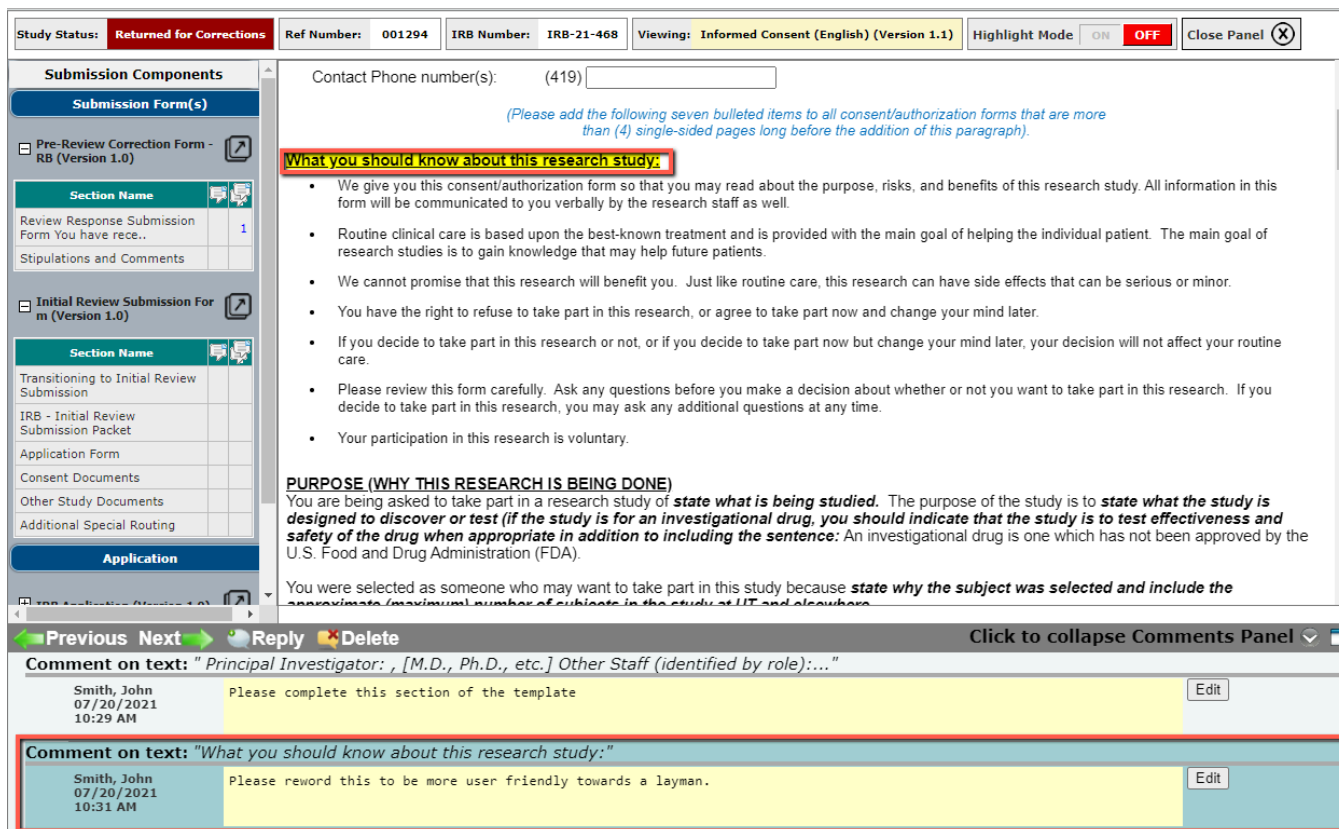
Click **Cancel** to close the **Comment** popup without saving the comment.

Click **Save** to save the comment.



Comments added to the document by any committee member display within the comments panel at the bottom of the page.

Toggle between comments by clicking on the green **Previous** and **Next** arrows. In the example below the second comment is selected.



The selected comment becomes active and the text within the document that the comment refers to is highlighted yellow. If the logged in user is the author of the comment they can delete or edit the comment by clicking the appropriate button.

If the logged in user did not author the comment, they can reply to the comment by clicking the **Reply** link.

Exit the **Reviewer Panel** by clicking the **Close Panel** button at the top of the page. The **Reviewer Panel** is closed and the Reviewer Checklist page is loaded.

At the end of the reviewer checklist, for the **Is your Review Complete** field select “Yes” to flag the review as complete, “No” to keep it as incomplete, then click the **Save and Continue** button.

2.2 Is your Review Complete?

Yes No

When the review is flagged as complete, the corresponding Reviewer assignment in the Reviewer Dashboard moves to a “Complete” Status.

The review response form allows the reviewer to see the list of stipulations that were sent to the PI, along with the PI’s response to the item. Beginning with iRIS™ version 12.01, the review response form is now accessible from the reviewer panel (shown in screenshot below), making all required information visible to the reviewer from that single location.

Internal Submission Routing

This page lists any **Internal Submission Routing** tasks assigned to the logged in user. These tasks also populate in the **Incomplete Tasks** group on the logged in user’s homepage.

Click the **Open** icon to open an assignment.

The screenshot shows the 'Reviewer Dashboard' with a 'My Workspaces' dropdown set to 'IRB'. A 'Switch View' menu on the left has 'Internal Submission Routing' selected. The main table lists a task:

Open	Task Type	Received	Tasks
	Internal Submission Routing Signoff	07/20/2021 11:20 AM PDT	<p>John Smith has been assigned to Administratively review the submission, assigned by John Smith</p> <p>Study Title: COVID 19 Complications in adults 55 and older Principal Investigator: Investigator, John Submission Type: Study Amendment Form Reference Number: 001330 IRB Number: IRB-21-483 IRB Expiration: 12/31/2021</p>

The **Internal Submission Routing** area lists elements of the submission, with a tabbed menu across the top of the page that allows for access to different areas of the study related to the submission.

The screenshot shows the 'Submission validation' page for IRB Number: IRB-21-483. It features a tabbed menu with 'Submission Forms' selected. Key details include:

- Ref Number: 001330
- IRB Number: IRB-21-483
- Common Rule: Common Rule - Effective January, 2019
- Study Title: COVID 19 Complications in adults 55 and older
- Study Status: Pending - Submitted for Initial Review
- IRB Expiration Date: 12/31/2021

The 'Submission components' section includes a table for 'Current Submission Components (All Rounds)':

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Current Submission Components (All Rounds)	More Details
<input type="checkbox"/>			Study Amendment Form - (Version 1.0)	

The 'Reviewer Assignment List' section shows a table with columns: View Form, Reviewer Role, Reviewer, Completed?, Date Notified, Date Completed. The message states: 'No Reviewers have been assigned to this submission.'

The 'Meeting Discussion' section shows a message: 'No Specific Discussions entered' and an 'Edit Meeting Discussion' button.

Sections of the **Internal Submission Routing** area are as follows:

Submission Components — links to submission components

Reviewer Assignment List — reviewers assigned to the submission; if the logged in user is assigned as the reviewer, they can access their Reviewer Checklist from this section

Meeting Discussion — discussion added to the submission from a meeting; meeting discussions can be edited from this section

Recommendations — recommendations added to the submission; recommendations can be added, edited, and deleted from this section

Stipulations — stipulations added to the submission; stipulations can be added, edited, and deleted from this section

Reviewer Assignment List: ?

View Form	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
No Reviewers have been assigned to this submission.					

Meeting Discussion: ?

[Edit Meeting Discussion](#)

No Specific Discussions entered

Recommendations: ?

[Edit Recommendations](#)

No Recommendations entered

Stipulations: ?

[Edit Stipulations](#)

Stipulations to be sent for Response. No Stipulations entered

Submission Outcome — outcome set for the submission in read-only format (if an outcome has been determined).

Submission Outcome: ?

[Save Outcome Section](#)

Outcome	IRB of Record: <input checked="" type="radio"/> Yes <input type="radio"/> No Is Ceded From: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Please Select the Type of Review Notification that Must be Sent: Email with Home Screen Task and Continuing Review
	IRB Initial Approval: 07/01/2021
	Review Cycle: 6 Months
	IRB Expiration Date: 12/31/2021 Calculate Date
	Days Prior to IRB Expiration: 60 days prior exp
	Continuing Review Due: 11/01/2021
	Study Follow-up: [Calendar Icon]
	Study Closure: [Calendar Icon]
	Temporary Closed: <input type="radio"/> Yes <input checked="" type="radio"/> No
	Temporary Closure Start: [Calendar Icon]
	Temporary Closure End: [Calendar Icon]

Outcome Letters — outcome letters created for the submission populate here. If the logged in user is assigned to sign off on a letter for this submission, they will be able to access their signoff task from this section. The logged in user can also create and send a letter from this section.

Outcome Letters:
?

Notification Letter: --none--

Create Letter

Delete Letter(s)

Delete	Send	Edit/View	Title	Signature Required	Status	Route Signoff	Copy
No Letters have been created for this submission.							

Internal Submission Routing:
?

Add Routing Remove Routing Save Routing

Submission Routing.

Assigned Analyst : Coordinator, Jane

Assignment notes :

Assignment comments				
Assigned To	Assigned From	Date Notified	Completed ?	Date Completed
Assignment Comments: Please review for accuracy!				
Smith, John	Smith, John	07/20/2021	Complete: <input type="radio"/> Yes <input checked="" type="radio"/> No	

User Comments:

Internal Submission Routing — specific information about the internal submission routing task; this is where the user can view assignment notes, respond back to the Analyst by adding comments to a task and indicate completion of the routing task

From this section the logged in user (a Reviewer) can respond back to the Analyst by adding comments to a task.

Additional routing tasks can be added if the submission requires review by another board member. Click the **Add Routing** button. The Internal **Submission Routing Assignment** form opens (shown below). Select the desired board member in the **Assign Submission To** field and select that member’s role in the **Role** field.

Save Selections

Submission Type:	Submission Response for Initial Review Submission Form
Submission Outcome:	
Assigned Analyst:	
Assign Submission To:	--none--
Role:	--none--
Assignment comments:	<input type="text"/>

Click **Save Selections** to save the routing.

If the **Add Routing** button is clicked by mistake, click the **Remove Routing** button to delete the routing task. When changes are complete click the **Save Routing** button.

Completed ?	Date Completed
Complete: <input checked="" type="radio"/> Yes <input type="radio"/> No User ID:: <input type="text" value="jdoe"/> Password:: <input type="password" value="*****"/> This Requires your electronic Signature. If Completed, Please enter your User ID & Password	

Indicate that the assignment is complete by selecting “Yes” under the **Completed** column and entering required user credentials. Click the **Save Routing** button and click the **Back** button to return to the Reviewer Dashboard. Once completed in this manner, the Internal Submission Routing task no longer appears on the page.

Committee Meetings

The **Upcoming Committee Meeting** area displays upcoming meetings, with the closest meeting in red. Click on any meeting date to open the associated Agenda. Submissions placed on a particular meeting date and the setup for the meeting can be viewed from this page.

My Workspaces ▼
IRB
Reviewer Dashboard
Back

Switch View

- Task List
- Internal Submission Routing

Upcoming Committee Meeting

- July 21, 2021 @ 08:30 AM
- July 26, 2021 @ 08:30 AM
- July 28, 2021 @ 08:30 AM
- August 02, 2021 @ 08:30 AM
- August 04, 2021 @ 08:30 AM

Past Committee Meeting

- April 21, 2021 @ 08:00 AM
- April 21, 2021 @ 08:30 AM
- April 26, 2021 @ 08:30 AM
- April 28, 2021 @ 08:30 AM
- May 03, 2021 @ 08:30 AM
- May 05, 2021 @ 08:30 AM
- May 10, 2021 @ 08:30 AM
- May 12, 2021 @ 08:30 AM
- May 17, 2021 @ 08:30 AM
- May 19, 2021 @ 08:30 AM

Items to be Reviewed at Committee 1 Meeting :
07/21/2021 @ 08:30 AM

Submission Review validation

Save Changes

- Meeting Attendance
- Call to Order
- Old Business
- New Business
- Miscellaneous
- Closing Comments
- Meeting Motions
- Review Documents

View File	Title
No documents have been associated with this agenda	

Meeting Start Time: <input type="text" value="08:00"/> <input type="text" value="AM"/>	Meeting End Time: <input type="text" value="08:30"/> <input type="text" value="AM"/>	Meeting Chair: <input type="text" value="--none--"/>
--	--	--

Initial Reviews - 1 Submissions

Order	Click to open	IRB Number	Ref Num	COI	Letters	Outcome	Type	Principal Investigator	Reviewer(s)	Date Board Received
COVID 19 Complications in adults 55 and older										
1	✎	IRB-21-483	001320		✉	Approved	Initial Review Submission Form	Investigator, John	Primary John Smith	07/19/2021 9:39:26 AM PDT

The **Past Committee Meetings** area displays the last three meetings. Click on any of these dates to open the agenda for the associated meeting.

Reviewer Specific Tasks

The **Reviewer Assignment** home screen task populates when the logged in user has been assigned as a Reviewer. The task stays on their home screen until the assignment has been completed. Additionally, the user may receive

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an email notification indicating the reviewer assignment. Opening this task navigates the user to the reviewer form, for completion of the review checklist for the submission round.

The screenshot shows the 'All Tasks' dashboard with the 'Outstanding' tab selected. The 'Task List' is set to 'Reviewer Assignment' and the 'Filter By' is '--none--'. There are 8 results found. The table below shows two tasks:

	Click to open	Task Type	Date Received	Description	Priority	Complete By
<input type="checkbox"/>		Reviewer Assignment	07/15/2021 02:56 PM PDT	John Smith has been assigned as the Primary for a Designated Review on the Submission Correction for Initial Review Submission Form, assigned by John Smith	No Priority >	⊗ [input] [calendar icon]
<input type="checkbox"/>		Reviewer Assignment	07/15/2021 01:53 PM PDT	John Smith has been assigned as the Full Board Primary Reviewer on the Initial Review Submission Form, assigned by John Smith	No Priority >	⊗ [input] [calendar icon]

Internal Submission Routing Signoff


The **Internal Submission Routing Signoff** home screen task populates when the logged in user has been included on distribution to complete a signoff.


The screenshot shows the 'All Tasks' dashboard with the 'Outstanding' tab selected. The 'Task List' is set to 'Internal Submission Routing Signoff' and the 'Filter By' is '--none--'. There are 30 results found. The table below shows two tasks:


	Click to open	Task Type	Date Received	Description	Priority	Complete By
<input type="checkbox"/>		Internal Submission Routing Signoff	07/13/2021 01:24 PM PDT	Admin Admin admin, B.S. Brig. Gen. has been assigned to Administratively review the submission, assigned by Admin Admin admin, B.S. Brig. Gen.	No Priority >	⊗ [input] [calendar icon]
<input type="checkbox"/>		Internal Submission Routing Signoff	02/06/2020 09:58 AM PST	Admin Admin admin, Ph.D. Brig. Gen. has been assigned to Administratively review the submission, assigned by Admin Admin admin, Ph.D. Brig. Gen.	No Priority >	⊗ [input] [calendar icon]





The task stays on the user’s home screen until they indicate the signoff task is complete. Additionally, the user may receive an email notification indicating the Internal Submission Routing Signoff task. Opening this task navigates the user to the submission validation page, for verification of the submission components and completion of the signoff.

Note: all tasks assigned to the logged-in user populate here under on the **All Tasks** tab. These can be filtered via two dropdown menus in the upper right hand corner of the panel.

All Tasks Outstanding Completed 

All Tasks Study Tasks Project Tasks **Task List :** All  Filter By : --none-- 

19 result(s) found... 1 - 5 

	Click to open	Task Type	Date Received	Description	Priority	Complete By
<input type="checkbox"/>		Outcome Letter Signoff	07/19/2021 10:49 AM PDT	John Smith has been assigned to review and signoff the Initial Review Approval outcome letter, assigned by John Smith	 > No Priority	<input type="text"/> 
<input type="checkbox"/>		Reviewer Assignment	07/15/2021 02:56 PM PDT	John Smith has been assigned as the Primary for a Designated Review on the Submission Correction for Initial Review Submission Form, assigned by John Smith	 > No Priority	<input type="text"/> 