



## IACUC ASSISTANT

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*Reviewer Dashboard Manual*

Version 10.03.02

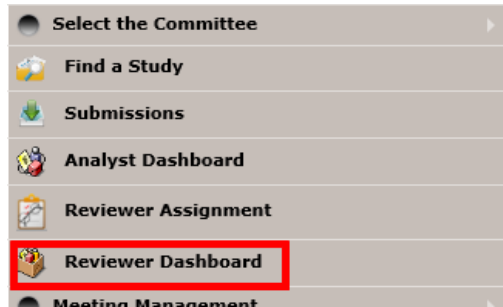
## Contents

Introduction.....	2
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# Reviewer Dashboard

## Introduction

This manual will guide you through the process of using the **Reviewer Dashboard** menu item in the **IACUC Assistant** menu group on the homepage of your iRIS software. Within this menu group you can access any submission you have been assigned to review, access internal submission routing assignments, and review any upcoming meetings.



Any of your incomplete Reviewer Assignments will populate in the main page. To the left of the page you can switch screen views and view the agenda for different meeting dates. The Switch View area contains links to the **Task List** and **Internal Submission Routing**. The **Upcoming Committee Meeting** and **Past Committee Meeting** areas will display different meeting dates. The Task List is selected by default and displays any submissions you have been assigned to review.

Back

Switch View

Task List

Internal Submission Routing

Upcoming Committee Meeting

August 17, 2015

September 21, 2015

October 19, 2015

November 16, 2015

December 21, 2015

Past Committee Meeting

May 20, 2015

June 17, 2015

July 15, 2015

[ Close Search ]

Submissions Type: All
Committee Type: -- All --
Search

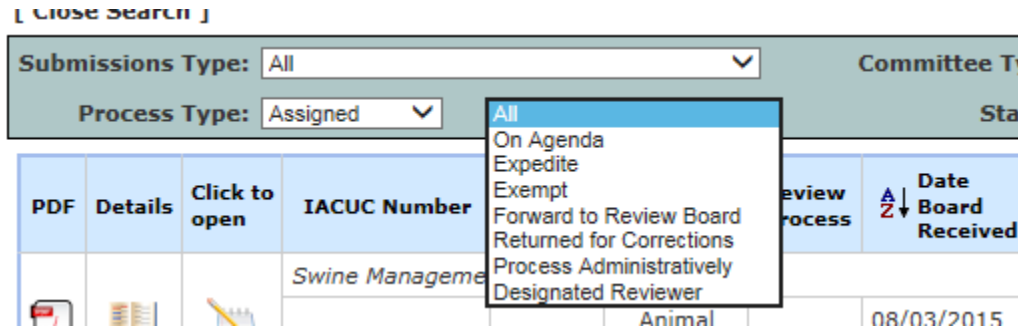
Process Type: All
Status: Incomplete

PDF	Details	Click to open	IACUC Number	Ref Number	Type	Review Process	Date Board Received	Expiration Date	Principal Investigator	Assigned Analyst
<i>Swine Management and Production</i>										
			GH-14001-1	000030	Animal Incident Report	On Agenda	08/03/2015 3:21:31 PM PDT	07/16/2015	Investigator, Susan	Coordinator, Jan
<i>Reproductive Biology and Fertility</i>										
			GH-14002	000031	Animal Incident Report	On Agenda	08/03/2015 3:36:50 PM PDT	05/31/2016	Investigator, Susan	Coordinator, Jan
<i>Mouse Study</i>										
			GH-15001	000032	Submission Correction for Initial Review Submission Packet	On Agenda	08/06/2015 4:12:07 PM PDT		Investigator, Susan	Coordinator, Jan

## Task List

The Task List displays any submission you have been assigned to review. The page contains search and view options for you to manage your review assignments. You can click the **Close Search** button to hide the search criteria. The icon hides the menu on the left, allowing the Task List queue to display on the entire page.

The search criteria at the top of the queue will allow you to search for specific assignments. This allows you to easily access any submission you have been assigned to review. **Submission Type** contains a list of submission form types. **Committee Type** populates with committees your account is associated with in User Accounts. **Process Type** contains a list of review processes. The default is **All**, but you can also search by submissions placed **On Agenda, Expedited, Emergency Use**, etc. To do this, set the dropdown option to “Assigned”, then an additional drop down list will become available listing the available review processes you can select.

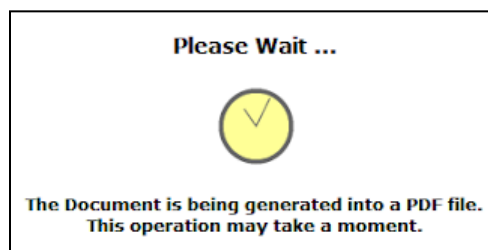


The **Status** list will allow you to search for Incomplete or Complete reviewer assignments. After you select items to refine your search, click the **Search** button and the page will refresh with all submissions that meet your search criteria.

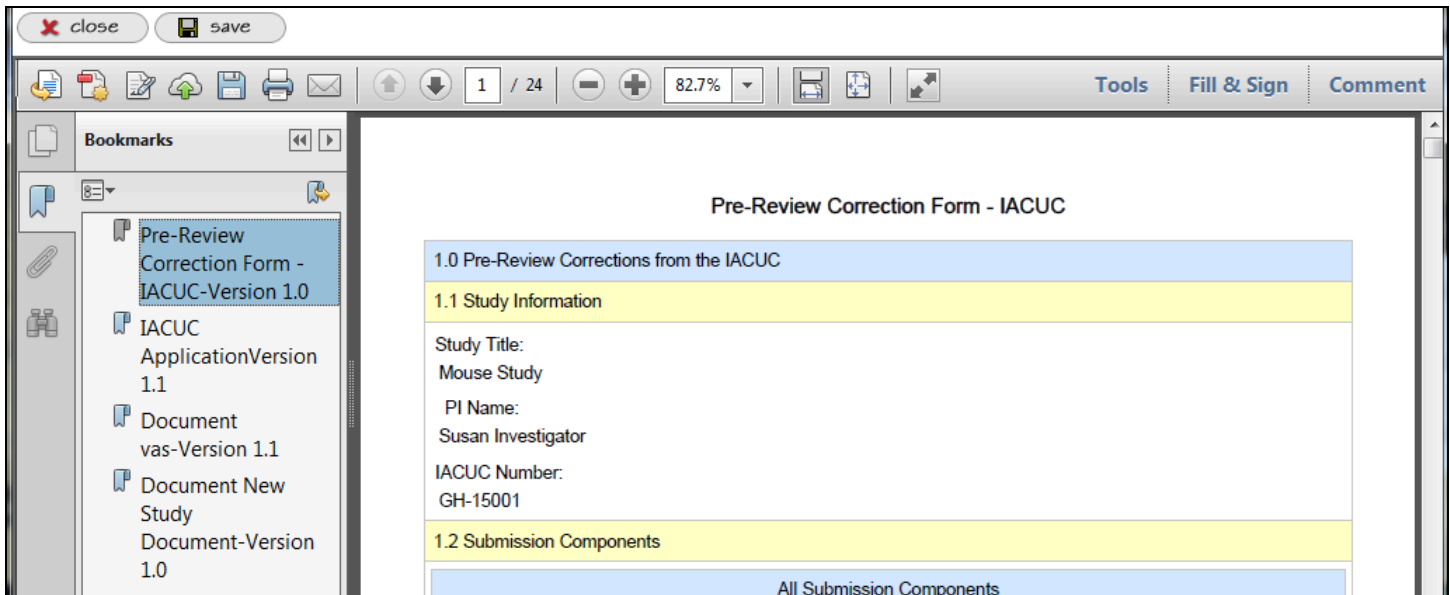
The Task List page contains the columns shown in the screenshot below. You may sort the submissions by any of the columns from **IACUC Number** to **Assigned Analyst** by clicking on the column. You may then indicate the sort order alphabetically from A-Z or Z-A by clicking on the icon.

PDF	Details	Click to open	IACUC Number	Ref Number	Type	Study Classification	Review Process	Date Board Received	Expiration Date	Principal Investigator	Assigned Analyst
			<i>Mouse Study</i>								
			GH-14-015	000215	Initial Review Submission Form		On Agenda	07/02/2014 3:24:51 PM PDT		Investigator, Susan M., Ph.D.	Coordinator, Dan
			<i>Reproductive Biology and Fertility</i>								

**PDF** – click on the icon in this column to view the submission form in PDF. When this icon is clicked, the system converts the submission components to PDF view. This may take several moments, depending on the size of the material you are viewing.



After the submission form is converted to PDF, a new window opens similar to that in the screenshot below. You can review the submission from this screen, or print the submission. The new window allows you to view the PDF version of the submission components as well as the Reviewer Dashboard screen. This feature enables you to continue with your review, or switch back to the submission form as needed. When you are finished reviewing the submission form, click the **Close** button at the top of the page.



**Details** – This column pops up with additional details about the submission.

open	Number	Number	Classification	Process	Received	Date	Investigator															
			Mouse Study																			
<table border="1"> <thead> <tr> <th colspan="5">Submission Details [X]</th> </tr> <tr> <th>Ref Number</th> <th>Study Classification</th> <th>Date Board Received</th> <th>Principal Investigator</th> <th>Assigned Analyst</th> </tr> </thead> <tbody> <tr> <td>000215</td> <td></td> <td>07/02/2014 3:24:51 PM PDT</td> <td>Investigator, Susan M., Ph.D.</td> <td>Coordinator, Dan</td> </tr> </tbody> </table>								Submission Details [X]					Ref Number	Study Classification	Date Board Received	Principal Investigator	Assigned Analyst	000215		07/02/2014 3:24:51 PM PDT	Investigator, Susan M., Ph.D.	Coordinator, Dan
Submission Details [X]																						
Ref Number	Study Classification	Date Board Received	Principal Investigator	Assigned Analyst																		
000215		07/02/2014 3:24:51 PM PDT	Investigator, Susan M., Ph.D.	Coordinator, Dan																		
	GH-14002	000223	Incident	Agenda	2:32:11 PM		Susan M.,															

## Reviewer Checklist

**Click to open** – Access your reviewer checklist by clicking the icon in this column. This will open the Reviewer Checklist form, similar to opening the Reviewer Task from your Homepage. Navigate through the form by completing the necessary questions and clicking the **Save and Continue** button on the top right of the page.

Study Nickname: Animal Study 4  
 PI: Investigator, Susan

IACUC - Submission Review Form - (Version 2.0) [Back](#)

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

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

1.0 **Protocol Information**

**1.0 Protocol Information**

**1.1 Principal Investigator:**

Susan Investigator

**1.2 Protocol Information**

IACUC Number  
 ANI-16-498  
 ACORP Title  
 Animal Study  
 ACORP Species (select from drop down)  
 Mouse

**1.3 Reviewer:**

Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
Primary	Board Member, Jan, Ph.D.	No	11/29/2016	

Within the reviewer checklist you will also have the option to use the **Reviewer Panel** option located at the top of the page. The reviewer panel allows you to navigate through the submission components where you can drill into specific sections within each form and make comments as needed.

Also available are buttons for different actions.

**Print Friendly** – Allows the reviewer to print the form.

**Reviewer Panel** – Directs you to a new area for review of submission items. This is discussed in detail below.

**Refresh Constant Fields** – This button is used to obtain more current information related to the study and submission.

**Save Section** – Allows you to save your work in the current section.

**Save and Continue** – Allows you to navigate through each section in the form.

Study Nickname: Animal Study  
 PI: Investigator, Susan

IACUC - Submission Review Form - (Version 2.0) [Back](#)

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

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

1.0 **Protocol Information**

[Compare Item\(s\)](#)  
 [Create PDF Packet](#)

Compare	Include in PDF Packet	Revisions	Current Submission Components (All Rounds)	More Details
<b>Submission Form(s)</b>				
<input type="checkbox"/>	<input type="checkbox"/>		IACUC - Review Response Form - (Version 2.0) (Parent of the submission package)	
<input type="checkbox"/>	<input type="checkbox"/>		iMedRIS Initial Review Submission Form - (Version 1.0)	
<b>Application</b>				
<input type="checkbox"/>	<input type="checkbox"/>		IACUC Application Form - (Version 1.1)	
<b>Document(s)</b>				
Category : ACORP Diagram				
<input type="checkbox"/>	<input type="checkbox"/>		ACORP Diagram - (Version 1.0)	
Category : ACORP Study Timeline				
<input type="checkbox"/>	<input type="checkbox"/>		ACORP Study Timeline - (Version 1.1)	

One data value used in the reviewer checklist form is a value that links to the submission components for you to view. The screenshot above shows the data value for the Current Submission Components. You can click to open any of the documents to view them.

As you progress through the form, navigation builds on the left of the form, allowing you to switch between sections.

IACUC Number: GH-15001  
 PI: Investigator, Susan

### Reviewer Checklist - IACUC

[Back](#)

Protocol Items | Miscellaneous | IACUC Items | Submission Forms

[Print Friendly](#) | 
 [Reviewer Panel](#) | 
 [Refresh Constant Fields](#) | 
 [Save Section](#) | 
 [Save and Continue to Next Section](#)

**Section view of the Form**

- 1.0 IACUC Reviewer Checklist
- 2.0 Reviewer Findings

**Entire view of the Form**

#### 2.0 Reviewer Findings

##### 2.1 Item 1

##### 2.2 Item 2

At the end of the reviewer checklist, you will indicate that you have completed the review and click the **Save and Continue** button. Select “Yes,” in this section to flag the review as complete.

**3.3 Have you completed your review?**

Yes 
  No

When you flag a review as complete, the Reviewer Assignment in the Reviewer Dashboard is now be found by filtering by the “Complete” Status.

Note: The Reviewer Checklist is a configurable form, so your form may look different than the one used in this document.

### Reviewer Panel

Click the **Reviewer Panel** button to open the submission review panel.

On the left-hand side of the screen, you will have all the submission components available for viewing access.

Study Status: Pending - Submitted for I... | 
 Ref Number: 32 | 
 IACUC Number: GH-15001 | 
 Study Title: Mouse Study | 
 Close Panel

**Submission Components**

- Submission Form(s)
- Application
- Document(s)

## Welcome to Submission Review Panel

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

Click on the different submission components link(s) to view the associated forms within each corresponding section.

**Submission Components**

**Submission Form(s)**

+ iMedRIS Initial Review Submission Form (Version 1.0)

**Application**

+ IACUC Application Form (Version 1.1)

**Document(s)**

ACORP Diagram (Version 1.0)

ACORP Study Timeline (Version 1.1)

To review a submission form, click on the form name to display the entire view of the form.

Study Status: Pending - PI Responses Ne...
Ref Number: 5017
IRB Number: HUMANPROTOCOL--2016-1594
IACUC Number: ANI-16-496
Viewing: IACUC - Review Response Form (Version 2.0)
Close Panel ✕

**Submission Components**

**Submission Form(s)**

+ iMedRIS Initial Review Submission Form (Version 1.0)

**Application**

+ IACUC Application Form (Version 1.1)

**Document(s)**

ACORP Diagram (Version 1.0)

ACORP Study Timeline (Version 1.1)

**1.0 General Information**

**\* Please enter the full title of your protocol:**

Animal Study

?

**\* Please provide a short name (nickname) to reference this protocol:**

Animal Study \* This field allows you to enter an abbreviated version of the Protocol Title to quickly identify this protocol.

?

**Please identify the Research Type?**

You can also view specific sections within each form by clicking on the + icon to expand section details. Once the sections are expanded, you can click on a specific section for review.

Study Status: Pending - Submitted for 1...
Ref Number: 32
IACUC Number: GH-15001
Viewing: Pre-Review Correction Form - IACUC (Version 1.0)
Close Panel ✕

**Submission Components**

**Submission Form(s)**

+ Pre-Review Correction Form - IACUC (Version 1.0)

+ Initial Review Submission Packet (Version 1.0)

**Application**

+ IACUC Application (Version 1.1)

**Section Name**

Setup Department(s) Access

Grant Key Personnel access to the study

GENERAL TRACKING INFORMATION

SCIENTIFIC REVIEW AND FUNDING

**OVERVIEW**

EXPLANATION OF ANIMAL NUMBERS

ANIMAL HUSBANDRY AND CARE

**OVERVIEW**

View Details	Species	Strain	Stock # / Order Code:	Special Care	Special Conditions
<span style="font-size: 1.2em;">+</span>	Mouse	Isogenicity	123123123	N/A	N/A

Species: Mouse

Strain: Isogenicity

Gender: Female

Age/Size: 2 months

Vendor/Source: JAX

Stock #/ Order Code: 123123123


Special Care: N/A

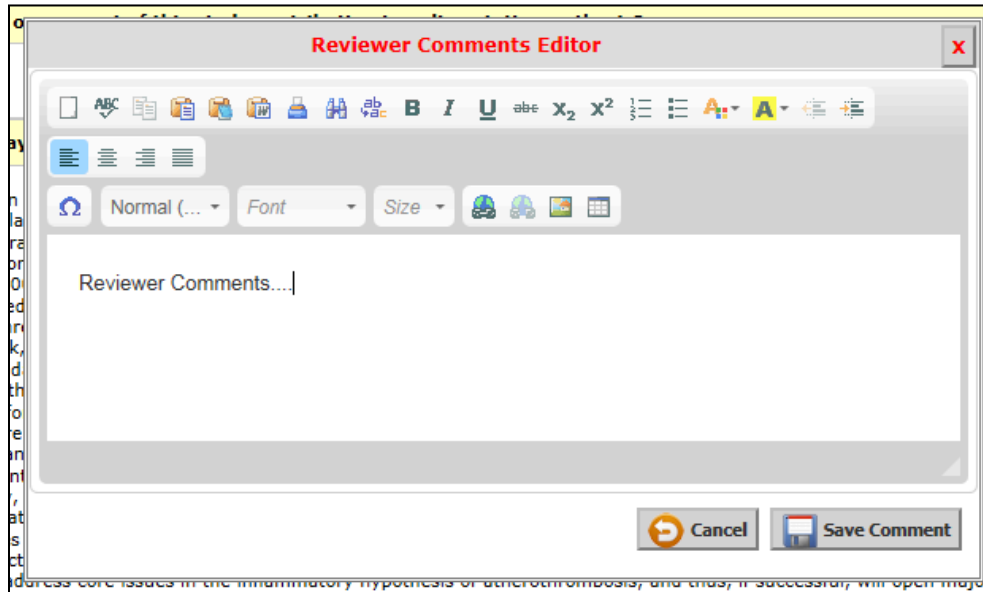
Special Conditions: N/A

Health Status: Germ-free

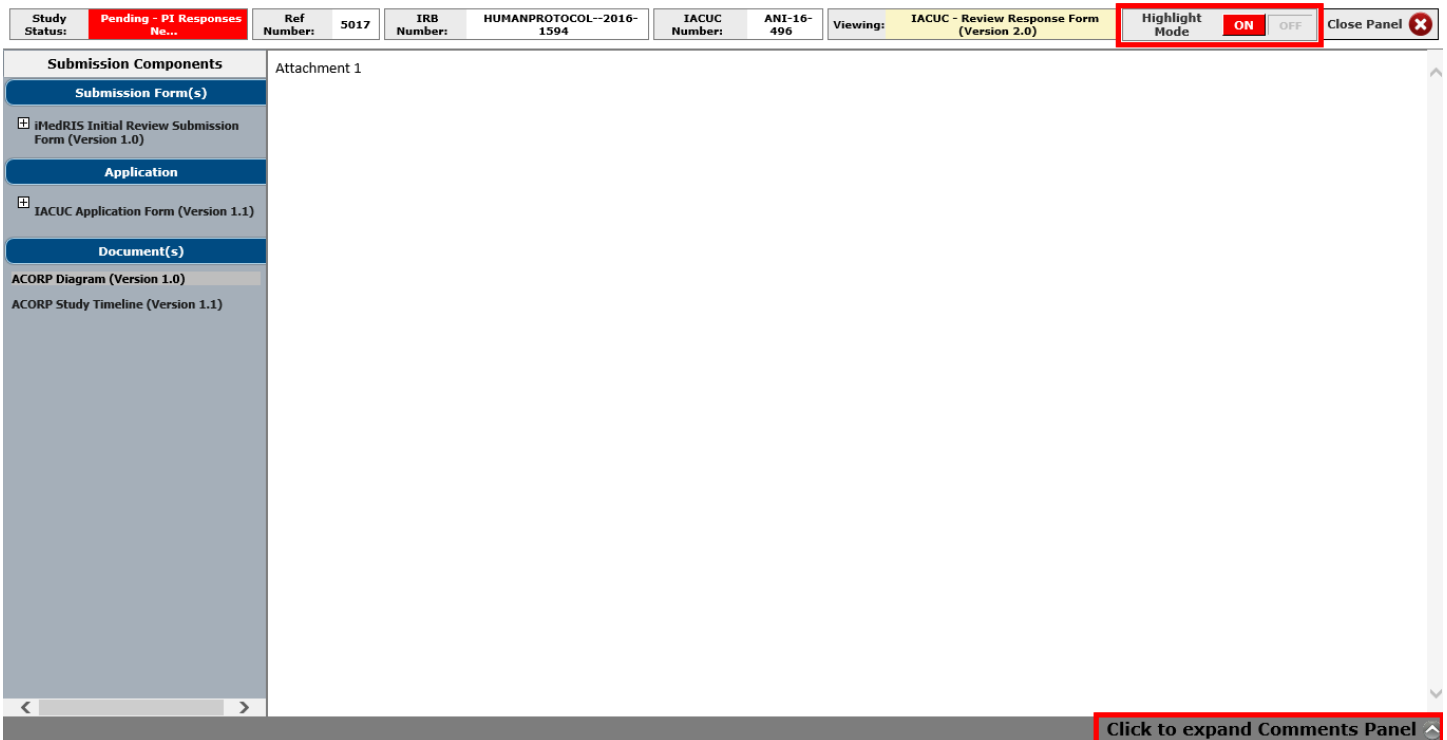
Unique anatomical features/phenotype: N/A

Breeding: Yes

Within each form, you can comment next to questions. To comment, click on the  icon next to the corresponding question. This will populate a comment window where you can enter comments and save them to the submission form.



When you view an Other Study Document, the document will display within the panel and an additional feature will be available on the top of the panel called **Highlight Mode**. By default this mode is off. Click the **On** button to enable the feature. Note the “Expand Comments Panel” option at the bottom of the page.



When **Highlight Mode** is enabled, the Comments Panel will expand on the page. You can highlight areas of the document and add comments to that specific part of the document.

Study Status: Pending - PI Responses Ne...	Ref Number: 5017	IRB Number: HUMANPROTOCOL--2016-1594	IACUC Number: ANI-16-496	Viewing: IACUC - Review Response Form (Version 2.0)	Highlight Mode: ON OFF	Close Panel X
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**Submission Components**

**Submission Form(s)**

+ iMedRIS Initial Review Submission Form (Version 1.0)

**Application**

+ IACUC Application Form (Version 1.1)

**Document(s)**

ACORP Diagram (Version 1.0)

ACORP Study Timeline (Version 1.1)

Attachment 1

Previous Next Reply Delete Click to collapse Comments Panel

Highlight text:

Study Status: Pending - PI Responses Ne...	Ref Number: 5017	IRB Number: HUMANPROTOCOL--2016-1594
--	------------------	--------------------------------------

**Submission Components**

**Submission Form(s)**

+ iMedRIS Initial Review Submission Form (Version 1.0)

**Application**

+ IACUC Application Form (Version 1.1)

Attachment 1

A popup will appear and the background will grey out. Add your comment to the popup. You can move the comment box around on the page by clicking on the box and dragging it to the desired location.

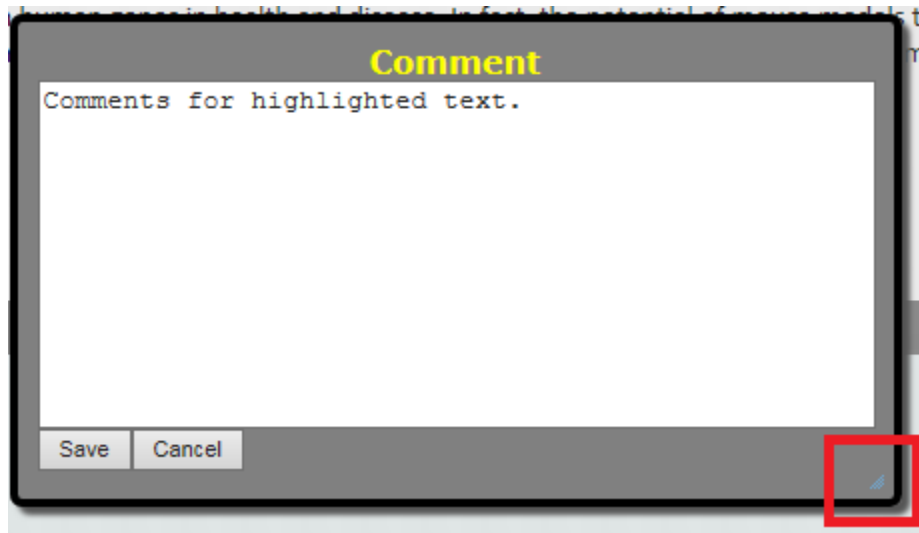
pois, and the animal's small size, all of which facilitate large scale/ high through  
n human cases in health and disease. In fact, the potential of mouse models t  
n

**Comment**

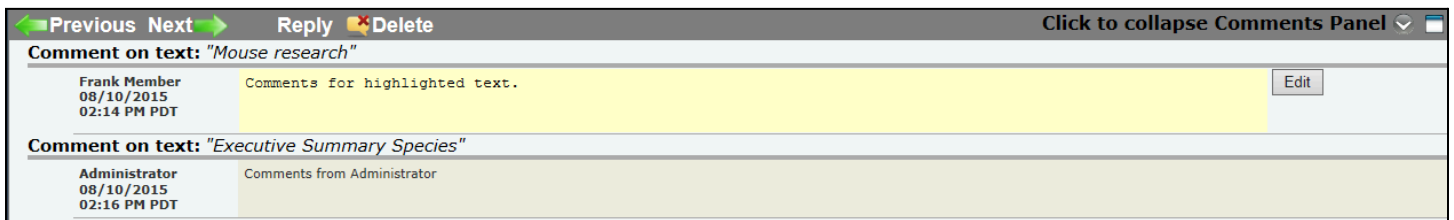
Comments for highlighted text. |

Save Cancel

You can also expand the comment box by placing your mouse at the bottom of the box and clicking and dragging the box down.



When you have added the comment, click the **Save** button to the bottom left of the comment box. You can click the **Cancel** button to discard the comment.



Comments added to the document will display within the Comments Panel at the bottom of the page. If other members have added comments, those will appear in the Comments Panel as well. You can flip between the comments by clicking on the green **Previous** and **Next** arrows.

The screenshot shows the top navigation bar with the following information: Study Status: Pending - PI Responses; Ref Number: 5017; IRB Number: HUMANPROTOCOL--2016-1594; IACUC Number: ANI-16-496; Viewing: IACUC - Review Response Form (Version 2.0); Highlight Mode: OFF; Close Panel button.

Below the navigation bar is the 'Submission Components' section, which includes a list of documents: ACORP Diagram (Version 1.0) and ACORP Study Timeline (Version 1.1). An 'Attachment 1' is highlighted in yellow.

The bottom section is the 'Comments' panel, which contains two comments. The first comment is from 'Jan Board Member, Ph.D.' on 11/29/2016 at 09:23 AM PST, with the text 'Comments for highlighted text.' The second comment is from 'Board Member, Joe' on 11/29/2016 at 9:57 AM, with the text 'Additional reviewer comments.' and an 'Edit' button.

When you click on a comment, or view them by clicking on the **Previous** or **Next** buttons, the comment will become active and the text within the document that the comment refers to will highlight yellow. If you are the author of the comment you can delete or edit the comment by clicking the appropriate button.

This screenshot is similar to the previous one, but the 'Delete' button in the comment navigation bar is highlighted with a red box. Additionally, the 'Edit' button on the second comment is also highlighted with a red box.

If you did not author the comment, you can reply to the comment by clicking on the **Reply** text.

This screenshot shows the 'Reply' button in the comment navigation bar. A reply form is visible for the second comment, with the text 'Reply to comments.' and 'Save' and 'Delete' buttons.

You can then enter your reply and click **Save** when done.

Once you are done entering comments and reviewing components, you can exit the Reviewer Panel by clicking the **Close Panel** button at the top of the page. This will bring you back into the Reviewer Checklist.

## Internal Submission Routing

This link contains any Internal Submission Routing tasks that you have been assigned. These tasks also populate in the **Incomplete Tasks** group on your homepage.

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

**IACUC - Reviewer Dashboard** ◀ Back

<div style="background-color: #e6f2ff; padding: 2px; text-align: center;"><b>Switch View</b></div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center;">Task List</div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center; border: 1px solid black;"><b>Internal Submission Routing</b></div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center; margin-top: 5px;"><b>Upcoming Committee Meeting</b></div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center; color: red; font-weight: bold;">August 17, 2015</div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center;">September 21, 2015</div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center;">October 19, 2015</div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center;">November 16, 2015</div> <div style="background-color: #e6f2ff; padding: 2px; text-align: center;">December 21, 2015</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%; padding: 2px;">Open</th> <th style="width: 30%; padding: 2px;">Task Type</th> <th style="width: 15%; padding: 2px;">Z A↓ Received</th> <th style="width: 45%; padding: 2px;">Tasks</th> </tr> <tr> <td style="text-align: center; padding: 5px;"></td> <td style="padding: 5px;">Internal Submission Routing Signoff</td> <td style="padding: 5px;">08/10/2015 02:25 PM PDT</td> <td style="padding: 5px;"> <div style="background-color: #e6f2ff; padding: 2px; border: 1px solid black; font-weight: bold; text-align: center;">Frank Member has been assigned to Administratively review the submission.</div> <table style="width: 100%; font-size: small;"> <tr> <td style="width: 50%;">Study Title:</td> <td>Mouse Study</td> </tr> <tr> <td>Principal Investigator:</td> <td>Susan Investigator</td> </tr> <tr> <td>Submission Type:</td> <td>Submission Correction for Initial Review Submission</td> </tr> <tr> <td>Reference Number:</td> <td>Packet 000032</td> </tr> <tr> <td>IACUC Number:</td> <td>GH-15001</td> </tr> </table> </td> </tr> </table>	Open	Task Type	Z A↓ Received	Tasks		Internal Submission Routing Signoff	08/10/2015 02:25 PM PDT	<div style="background-color: #e6f2ff; padding: 2px; border: 1px solid black; font-weight: bold; text-align: center;">Frank Member has been assigned to Administratively review the submission.</div> <table style="width: 100%; font-size: small;"> <tr> <td style="width: 50%;">Study Title:</td> <td>Mouse Study</td> </tr> <tr> <td>Principal Investigator:</td> <td>Susan Investigator</td> </tr> <tr> <td>Submission Type:</td> <td>Submission Correction for Initial Review Submission</td> </tr> <tr> <td>Reference Number:</td> <td>Packet 000032</td> </tr> <tr> <td>IACUC Number:</td> <td>GH-15001</td> </tr> </table>	Study Title:	Mouse Study	Principal Investigator:	Susan Investigator	Submission Type:	Submission Correction for Initial Review Submission	Reference Number:	Packet 000032	IACUC Number:	GH-15001
Open	Task Type	Z A↓ Received	Tasks																
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Study Title:	Mouse Study																		
Principal Investigator:	Susan Investigator																		
Submission Type:	Submission Correction for Initial Review Submission																		
Reference Number:	Packet 000032																		
IACUC Number:	GH-15001																		

The Internal Submission Routing page lists elements of the submission with a menu across the top of the page that will allow you to access different areas of the study related to the submission.

Study Nicknames: Animal Study 4  
PI: Investigator, Susan
**IACUC - Submission validation**
◀ Back

Protocol Items Miscellaneous IACUC Items Submission Forms Additional Attached Forms

Ref Number : <b>005024</b>	IACUC Number : <b>ANI-16-498</b>	Study Title : Animal Study
Study Status : <b>Active</b>	IACUC Expiration Date: 11/22/2017	IACUC Full Renewal Date: 11/22/2019

Submission components:
i

Include in PDF Packet	Current Submission Components (All Rounds)	More Details
<input type="checkbox"/>	Study Submission Form - (Version 1.0) (Parent of the submission package)	+

Create PDF Packet

**Submission Components** – The first section of the Internal Submission Routing page is a link to the submission components.

**Reviewer Assignment List** – Section displays any reviewers associated to the submission. If you are assigned as the reviewer, you will be able to access your Reviewer Checklist from this section.

**Meeting Discussion** – Displays any discussion added to the submission from a meeting. The meeting discussion can be edited from this section.

**Stipulations** – Any stipulations added to the submission will populate here. Stipulations can be added/deleted or edited from this section.

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

**Outcome Letters** – Any outcome letters created for the submission populate here. If you have been assigned to sign off on a letter for this submission, you will be able to access your signoff task from this section. You can also create and send a letter from this section.

**Internal Submission Routing** – The last item on the page contains specific information about the internal submission routing task. This is where you can view assignment notes and indicate completion of the routing task.

From this section you can respond back to the analyst by adding comments to your task. You can also add additional routing tasks in case the submission needs to be reviewed by someone else on the board. You can do this by clicking the **Add Routing** button. If you added to the routing by mistake, you will be able to undo the addition by clicking on the **Remove Routing** button. After making any changes to this section, click the **Save Routing** button.

Internal Submission Routing:
i

Submission Routing.	Assigned Analyst :					
	Assignment notes :					
<b>Assignment comments</b>						
<b>Assigned To</b>	<b>Assigned From</b>	<b>Role</b>	<b>Date Notified</b>	<b>Completed ?</b>	<b>Date Completed</b>	
<b>User comments</b>						
<b>Assignment Comments:</b>						
Board Member, Joe	Board Member, Joe	ACORP Reviewer	11/29/2016	Complete: <input type="radio"/> Yes <input checked="" type="radio"/> No		
<input style="width: 100%;" type="button" value="User Comments:"/>						

When you are finished with your assignment, indicate that your assignment is complete by selecting “Yes” under the **Completed** column. Click the **Save Routing** button, and click the **Back** button to return to the Reviewer Dashboard. The Internal Submission Routing task no longer appears on this page.

## Committee Meetings

The Upcoming Committee Meeting area displays the next upcoming meetings, with the closest meeting in red. Click on any meeting date to open the Agenda. From this view, you can access submissions placed on a particular meeting date and view the setup for the meeting.

**IACUC - Reviewer Dashboard** Back

**Switch View**

Task List

Internal Submission Routing

**Upcoming Committee Meeting**

August 17, 2015

September 21, 2015

October 19, 2015

November 16, 2015

December 21, 2015

**Past Committee Meeting**

May 20, 2015

June 17, 2015

July 15, 2015

**Items to be Reviewed at Committee 1 Meeting : 08/17/2015**

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

View File	Title
No documents have been associated with this agenda	

Meeting Start Time:			AM	Meeting End Time:			AM	Meeting Chair: --none--
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**New Protocols - 1 Submissions**

Order	Click to open	Ref Num	COI	Letters	Outcome	IACUC Number	Type	Principal Investigator	Reviewer(s)	Date Board Received
* Mouse Study										
1		000033				GH-15001	Submission Correction for Initial Review	Investigator: Susan		08/06/2015 4:13:07 PM

The Past Committee Meetings area displays the last three meetings. You can click on any of these dates to open the agenda for that meeting.

## Reviewer Specific Tasks

Welcome Frank Member, Ph.D.

**Below are your incomplete IACUC tasks:**

Reviewer Assignment

3

[Open Dashboard](#)

3 task(s) found... 1 - 3


Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received
Reproductive Biology and Fertility										
	Dr. Susan M. Investigator, Ph.D.	GH-14002	Swine Management and Production	Pending - Submitted for Initial Review	IACUC Animal Incident Report	07/08/2014	Board Review			08/22/2014
Mouse Study										
	Dr. Susan			Pending	Initial					

The **Reviewer Assignment** home screen task populates when you have been assigned as a reviewer. The task stays on your home screen until the assignment has been completed. Additionally, you may receive an email notification indicating that you have been assigned as a reviewer. Opening this task navigates you into the reviewer form where you can complete the review checklist for the submission round.

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## Internal Submission Routing Signoff

Internal Submission Routing Signoff										1
1 task(s) found...										1 - 1
Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received
	Mouse Study									
	Dr. Susan M. Investigator, Ph.D.	GH-14-015	M3	<b>Pending - Submitted for Initial Review</b>	Initial Review Submission Form	07/02/2014	Board Review			08/22/2014

The **Internal Submission Routing Signoff** home screen task populates when you have been routed to complete a signoff. The task stays on your home screen until you indicate that you are complete with your signoff task. Additionally, you may receive an email notification indicating that you have been assigned an Internal Submission Routing Signoff task. Opening this task navigates you into the submission validation page, where you can verify the submission components and complete the signoff.