



IACUC ASSISTANT

Review Board Properties

Version 10.03.02

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IACUC Administration – Review Board Properties

Board Configuration Options

Within Review Board Administration is a link to Board Configuration Options. This area of the review board contains items that the Administrator can set within the Review Board to configure certain functionality. Before changing these properties it is a good idea to have a working knowledge of what you want in your system and is also a good idea to verify your needed changes with iMedRIS personnel.

Review Board Properties Setup ⏪ Back

RB Properties List

- Document Processing
- Study Summary Info
- Board Setup
- Submission Review Properties
- Reviewers
- Meeting Settings
- Security
- Recommendations & Stipulations
- Study Board Properties
- Amendments
- Letter
- Education
- Notification
- Submission Prereview
- Submissions
- Internal Routing

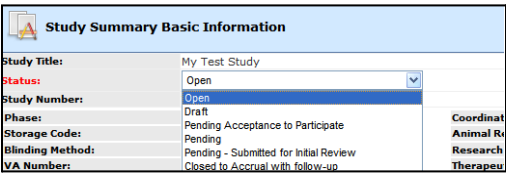


- Please click a property name on the left-hand side to read its content.
- When it is not read-only, you could edit the value of a property.
- Please save your change.

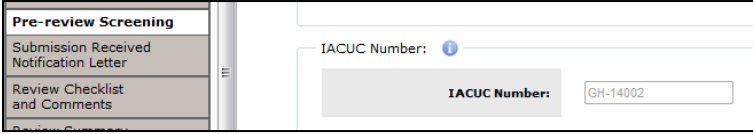
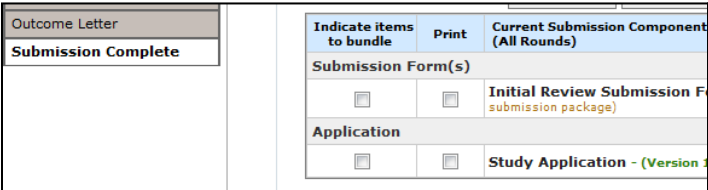
The properties are divided into categories and these categories are displayed on the left panel of the screen. To view the properties in a category, simply click the category in the left panel and all the properties related to that category will appear in the rest of the screen. “Yes” or “No” radio buttons indicates that the properties are on/off properties and any other value indicates that the property is a variable.

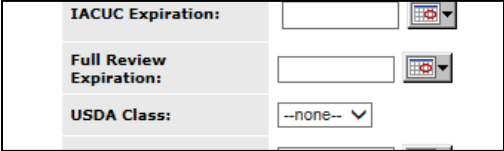
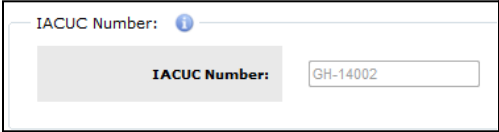
Board Setup

The following properties are related to general review board functionality.

PROPERTY	DESCRIPTION
rb.allow_change_of_business_associate_list	This property controls the appearance of the Business Associate List.
rb.allow_change_of_business_associate_type	This property controls the appearance of the Sponsor Type list.
rb.allow_change_of_device_list	This property controls the appearance of the Device Configuration List.
rb.allow_change_of_drug_list	This property controls the appearance of the Drug Configuration List.


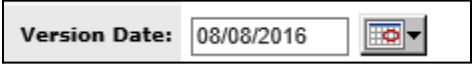

<p>rb.allow_change_of_study_status</p>	<p>If you would like to allow the review board to modify the study status, set this property to “Yes”.</p> <p>In the IACUC Assistant, if this property is set to “Yes,” you will be able to modify the study status in the Study Profile for studies you open via Find a Study.</p> 
<p>rb.allow_change_of_study_status_list</p>	<p>This property controls the appearance of the Protocol Status Configuration List.</p>
<p>rb.allow_document_outcome_list</p>	<p>This property controls the appearance of the Protocol Document Outcome/Outcome Configuration List.</p>
<p>rb.allow_issue_reporting_list</p>	<p>This property controls the appearance of the Issue Reporting Types list.</p>
<p>rb.allow_review_outcome_list</p>	<p>This property controls the appearance of the Review Outcome/Outcome Configuration List.</p>
<p>rb.allow_reviewer_rank_list</p>	<p>This property controls the appearance of the Reviewer Rank Configuration List.</p>
<p>rb.Auto_expire_exempt_protocols</p>	<p>If this property is set to “Yes” then any study that is noted as Exempt automatically changes to the study status Inactive – Administratively Closed one year to the date of the IACUC Expiration date.</p>
<p>rb.Edit_Master_Lay_Summary</p>	<p>Allows the review board to change the master lay summary of the study in the General Information tab on a submission.</p>
<p>rb.Master_Lay_Summary_Label</p>	<p>This property is a text field and the value put into the field displays in the Master Lay Summary label on a submission.</p>  <p>In the submission, that text displays in this label.</p> 
<p>rb.nofity_use_continuing_review_due</p>	<p>When this property is set to “Yes,” then Continuing Review Notifications are based off the Continuing Review Due Dates set in the Outcome tab of a submission rather than the Review Board Expiration Date.</p>
<p>rb.number_of_days_to_lock_submission</p>	<p>The value entered here determines the number of days that a non-System/Review Board Administrator can unlock the submission after it has been marked as completed. Thereafter, only System or Review Board Administrators can lock/unlock the submission from the General Information tab.</p>

<p>rb.restrict_change_of_rb_number</p>	<p>This property turns on or off the ability to modify the IACUC Number field in the Pre-Review Screening tab.</p>  <p>If it is set to “Yes” and rb.use_rb_number is set to “Yes” the IACUC Number field is grayed out. To modify the IACUC Number, you need to visit the Study Summary Profile page.</p>
<p>rb.restrict_user_training_to_board_member</p>	<p>When set to “Yes,” the list of users that display within IACUC Assistant > User Training is limited to only users that have a role within the IACUC review board.</p> <p>When set to “No,” User Training will list all user accounts in iRIS.</p>
<p>rb.stamp_no_clinic_use</p>	<p>When set to “Yes,” this creates a watermark on a study document when the review board approves it, stating “Not for Clinicians’ Use.”</p>
<p>rb.use_auto_expiration</p>	<p>When set to “Yes,” automatically sets a study to expired, depending on the configuration of the study status, when the expiration date arrives.</p>
<p>rb.use_auto_select_PI_and_Contact</p>	<p>The Principal Investigator and Study Contact are automatically selected as recipients in Correspondence or an Outcome Letter generated within a submission when this property is set to “Yes.”</p>
<p>rb.use_bundle_to_external_source</p>	<p>This property turns on the ability to check off submission components to include in an E-mail bundle.</p>  <p>If this property is turned on, you must also set up a step in the workflow. This step is to be placed immediately after your review board queue, but the E-mail only sends if indicated. The workflow step is “Send E-mail with Selected Components (Selected in Review Board).”</p> <p>On the Submission Complete tab of the submission processing screens, an extra column, Indicate Items to bundle, populates for Outcome Letters and Submission Components. Before completing the Submission, select items to include in the bundle email and then click the Send Bundle Email button at the top of the page.</p> <p>If this property is set to “No,” this functionality is not available.</p>
<p>rb.use_continuing_review_notif_when_full_renewal</p>	<p>If your review board is using Full Renewal Expiration for studies, turn this property to “Yes” to send the Continuing Review Notifications on the Full Renewal date for the study.</p>

<p>rb.use_create_study</p>	<p>Displays the Add a new Study menu group in the RB assistant If this property is set to “Yes,” you need to also turn on the functionality in the Role Matrix for roles on the board.</p>
<p>rb.use_duplicate_rb_number</p>	<p>This property will allow you to specify that IACUC numbers for studies be unique. If this property is No, the system will not allow you to enter a duplicate IACUC number on the Study Summary Profile page or the Pre-Review Screening tab when rb.use_rb_number is set to Yes.</p>
<p>rb.use_full_renewal_expiration</p>	<p>This property turns on the Full Review Expiration date field within the Outcome tab and the Study Profile.</p> 
<p>rb.use_rb_number</p>	<p>This property turns on or off the IACUC Number field in the Pre-Review Screening tab.</p>  <p>If it is set to “Yes,” the IACUC Number field populates.</p>

Document Processing

The following properties are related to Study Document uploads.

PROPERTY	DESCRIPTION
rb.allow_bulk_approval	<p>Turns on or off the ability to approve multiple documents at once in the Submission Components or Submission Complete tab.</p>  <p>Set this property to “Yes” to enable bulk approvals.</p>
rb.allow_change_of_document_version_date	<p>Turns on and off the ability for the review board to change the document version date when reviewing documents from the Submission Components tab.</p>  <p>When this property is set to “Yes,” Version Date will be an editable field.</p>
rb_allow_to_attach_any_document	<p>Turns on or off the ability to attach non-submitted Study Documents. If this property is set to “No”, the review board can attach Study Documents; however, in the list of Study Documents, only documents that have previously been submitted appear in the list.</p> <p>If this property is set to “Yes,” any Study Document added to the study record displays and is attachable by the review board.</p>
rb.stamp_study_doc	<p>Turns on or off the iRIS document stamp for Study Documents. If this property is set to “Yes,” you are able to indicate whether a certain Study Document Outcome should convert the document and stamp it with the Electronic Document Stamp.</p>
rb.use_no_expiration_for_document_approval	<p>You can disable the Expiration Date from Study Documents by setting this property to “No.” When you go to the bulk approval area, the Expiration Date is disabled.</p>  <p>Setting this property to “Yes” enables the ability to provide an Expiration Date in this field.</p>

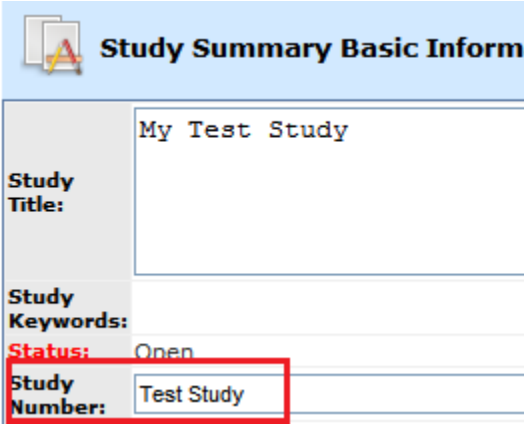
Study Summary Info

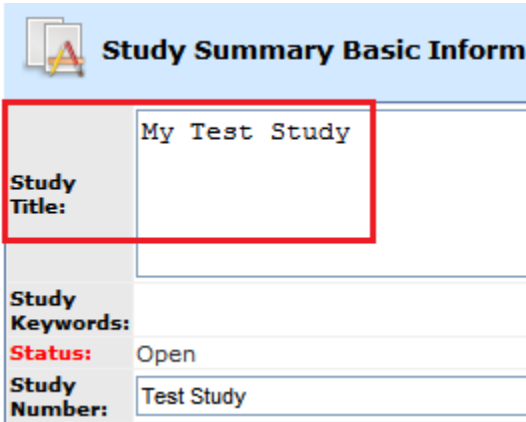
The properties in this list control the display and use of certain study-related fields in the Study Profile. Properties in this list that begin with ‘rb.use_’ turn on the field read-only in the Study Profile for the review board, unless otherwise noted.

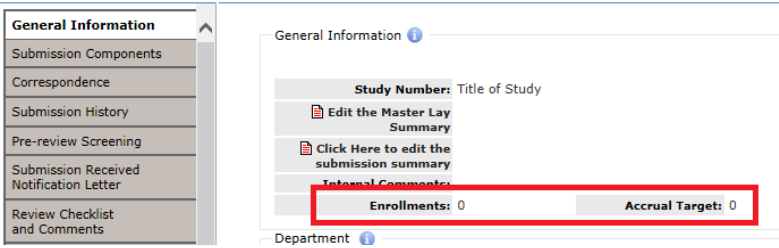


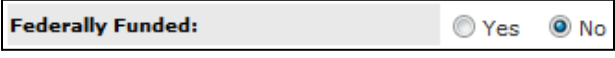


The properties in this list that begin with ‘rb.allow_change_of’ allow the review board to modify that particular field within the Study Profile (you must also have the corresponding ‘rb.use_’ property turned on for this functionality).




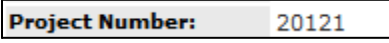
Properties must also be used by the study. Properties are first turned on in System Administration > System Configuration > Study Profile. Then if the review board desires to see what the study has input for a particular field, the corresponding

'rb.use_' property must be turned on in this group. Finally, if the review board desires to view and change the field as applicable, the corresponding 'rb.allow_change_of' property must be turned on.

PROPERTY	DESCRIPTION
rb.allow_change_of_emergency_use	Setting this property to “Yes” allows the review board to change the emergency use field to Yes or No. (rb.use_emergency_use must be on)
rb.allow_change_of_fda_regulated	Setting this property to “Yes” allows the review board to change the FDA Regulated field to Yes or No. (rb.use_fda_regulated must be on)
rb.allow_change_of_ind_ide	Setting this property to “Yes” allows the review board to change the IND/IDE field to Yes or No. (rb.use_ind_ide must be on)
rb.allow_change_of_study_accrual_ceiling	Setting this property to “Yes” allows the review board to change the study accrual ceiling. (rb.use_study_accrual_ceiling must be on)
rb.allow_change_of_study_accrual_target	Setting this property to “Yes” allows the review board to change the study accrual target. (rb.use_study_accrual_target property must be on)
rb.allow_change_of_study_alias	<p>Allows the review board to change the Study Alias. Note that this field may be called something different in your system depending on system labels. The Study Alias is also known as the Study Nickname or Study Number.</p>  <p>The screenshot shows a web form titled "Study Summary Basic Inform". It contains several input fields: "Study Title" with the value "My Test Study", "Study Keywords", "Status" with the value "Open", and "Study Number" with the value "Test Study". The "Study Number" field is highlighted with a red rectangular box.</p>
rb.allow_change_of_study_blinding_method	Setting this property to “Yes” allows the review board to change the study’s blinding method. (rb.use_study_blinding_method must be on)
rb.allow_change_of_study_classification	Setting this property to “Yes” allows the review board to change the study classification (rb.use_study_classification must be on)
rb.allow_change_of_study_coordinating_number	Setting this property to “Yes” allows the review board to change the study coordinating number. (rb.use_study_coordinating_number must be on)
rb.allow_change_of_study_ctep_number	Setting this property to “Yes” allows the review board to change the study CTEP number. (rb.use_study_ctep_number must be on)

rb.allow_change_of_study_current_enrollment	Setting this property to “Yes” allows the review board to change the current enrollment in the study. (rb.use_study_current_enrollment must be on)
rb.allow_change_of_study_finance_role	Setting this property to “Yes” allows the review board to change the finance role of the study. (rb.use_study_finance_role must be on)
rb.allow_change_of_study_keywords	Setting this property to “Yes” allows the review board to change the study keywords. (rb.use_study_keywords must be on)
rb.allow_change_of_study_peds_category	Setting this property to “Yes” allows the review board to change the pediatrics category of the study. (rb.use_study_peds_category must be on)
rb.allow_change_of_study_phase	Setting this property to “Yes” allows the review board to change the phase of the study. (rb.use_study_phase must be on)
rb.allow_change_of_study_project_number	Setting this property to “Yes” allows the review board to change the study’s project number. (rb.use_project_number must be on)
rb.allow_change_of_study_radiation_use	Setting this property to “Yes” allows the review board to change of the radiation use of the study. (rb.use_study_radiation_use must be on)
rb.allow_change_of_study_research_type	Setting this property to “Yes” allows the review board to change the study’s research type. (rb.use_study_research_type must be on)
rb.allow_change_of_study_storage_code	Setting this property to “Yes” allows the review board to change the study storage code. (rb.use_study_storage_code must be on)
rb.allow_change_of_study_therapeutic_area	Setting this property to “Yes” allows the review board to change the therapeutic area designated for the study. (rb.use_study_therapeutic_area must be on)
rb.allow_change_of_study_title	<p>Setting this property to “Yes” allows the review board to change the study title.</p>  <p>The screenshot shows a form titled "Study Summary Basic Inform" with several fields. The "Study Title:" field is highlighted with a red rectangular box and contains the text "My Test Study". Other visible fields include "Study Keywords:", "Status: Open", and "Study Number: Test Study".</p>
rb.allow_change_of_study_va_number	Setting this property to “Yes” allows the review board to change the study’s VA number. (rb.use_study_va_number must be on)

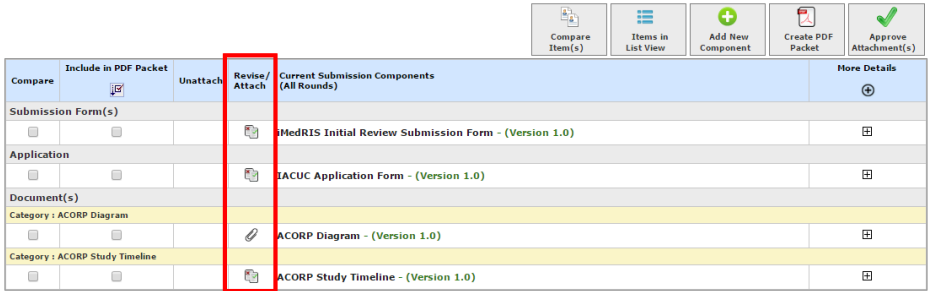
<p>rb.display_study_management_enrollments</p>	<p>Setting this property to Yes will display the current Enrollments and Accrual Target values to display on the General Information page within Submission Processing.</p> 
<p>rb.use_consent_form_required</p>	<p>Displays a Yes/No selection in the Study Profile. When this property is set to “Yes” the review board has the ability to indicate whether a consent is required on this study. Note that this does not require the study to attach a consent form to a submission but is for reporting purposes.</p> 
<p>rb.use_ct_indicator</p>	<p>Displays a Yes/No selection in the Study Profile. When this property is set to “Yes” the review board has the ability to indicate whether Clinical Trials is associated to this study.</p> 
<p>rb.use_emergency_use</p>	<p>Displays a Yes/No label in the Study Profile indicating if the study is an Emergency Use.</p>
<p>rb.use_fda_regulated</p>	<p>Displays a Yes/No label in the Study Profile indicating if the study is FDA regulated.</p>
<p>rb.use_federally_funded</p>	<p>Displays a Yes/No field in the Study Profile indicating if the study is Federally Funded.</p> 
<p>rb.final_meeting_date</p>	<p>Displays a Final Meeting Date field in the Study Profile, allowing the review board to specify a date for when the last meeting date for the study was held.</p> 
<p>rb.use_first_meeting_date</p>	<p>Displays a First Meeting Date field in the Study Profile, allowing the review board to specify a date for when the first meeting date for the study was held. *This property does not apply to COI.</p> 

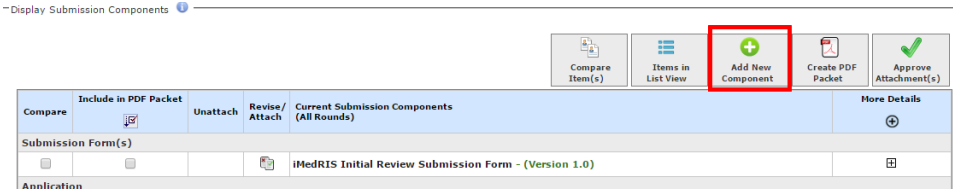
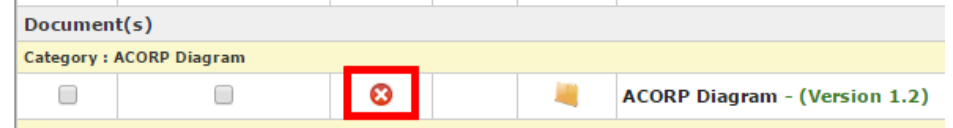
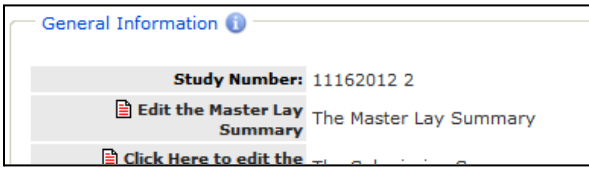
rb.use_genetic_testing	<p>Displays a Yes/No selection in the Study Profile. When this property is set to “Yes,” the review board has the ability to indicate whether Genetic Testing is used on this study.</p> 
rb.use_ind_ide	<p>Displays a Yes/No label in the Study Profile indicating if the study uses an IND/IDE.</p>
rb.use_PHI_disclosed	<p>Displays a Yes/No selection in the Study Profile. When this property is set to “Yes,” the review board has the ability to indicate whether the study is PHI disclosed or not.</p> 
rb.use_pi_initiated	<p>Displays a Yes/No selection in the Study Profile. When this property is set to “Yes,” the review board has the ability to indicate whether the study is PI-initiated or not.</p> 
rb.use_project_number	<p>Displays the project number of the study. *Note, the system must be set up to use the Project Number in iRIS for this field to display on the page. The property system.use_study_project_number must be set to “Yes” in System Administration > System Configuration > Study Default Settings, in addition to the property described here being set to “Yes.”</p> 
rb.use_accrual_ceiling	<p>Displays the study’s accrual ceiling.</p>
rb.use_accrual_target	<p>Displays the study’s accrual target.</p>
rb.use_blinding_method	<p>Displays the study’s blinding method.</p>
rb.use_study_classification	<p>Displays the study classification.</p>
rb.use_study_coordinating_number	<p>Displays the study coordinating number.</p>
rb.use_study_ctep_number	<p>Displays the study’s CTEP number.</p>
rb.use_study_current_enrollment	<p>Displays the current subject enrollment in the study.</p>
rb.use_study_enrollment	<p>Displays the number of subjects enrolled in the study. The number displayed here will populate with the actual number of subject records enrolled on the study if using Subject Management.</p> <p>Note: This property is not applicable unless using Subject Management.</p>

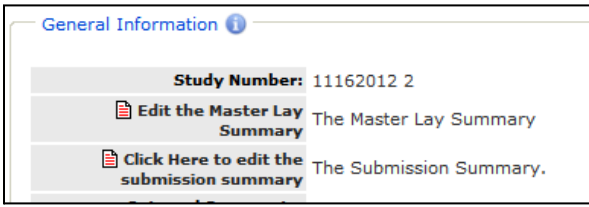
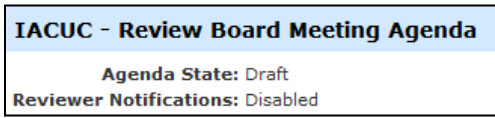
rb.use_study_finance_role	Displays the study finance role field.
rb.use_study_keywords	Displays the study keywords.
rb.use_study_peds_category	Displays the pediatrics category associated with the study.
rb.use_study_phase	Displays the phase of the study.
rb.use_study_radiation_use	Displays the radiation use field.
rb.use_study_research_type	Displays the research type of the study.
rb.use_study_storage_code	Displays the storage code of the study.
rb.use_therapeutic_area	Displays the therapeutic area associated with the study.
rb.use_study_va_number	Displays the study's VA Number.

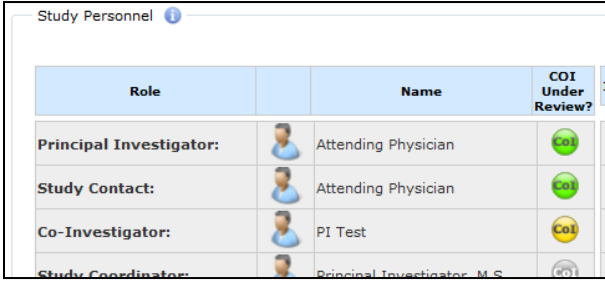
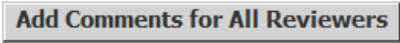

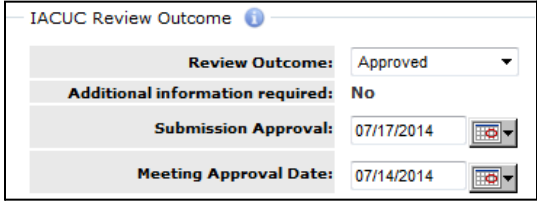
Submission Review Properties

These properties are related to processing submission forms in the Submissions queue.

PROPERTY	DESCRIPTION
rb.allow_submission_component_revise	<p>Setting this property to “Yes” turns on the Revise/Attach column for submission components. The icons in this column allow the review board to revise submission components as well as attach submission components that the study has revised since the submission was made.</p> 

<p>rb.allow_submission_doc_add</p>	<p>This property allows you to attach a Study Document to a submission in the Submission Components tab.</p>  <p>When this property is set to “No,” the Add New Component button does not appear on the page.</p>
<p>rb.allow_submission_doc_delete</p>	<p>This property allows you to remove a document from a submission in the Submission Components tab. When this property is on, the user is able to delete certain attachments by clicking the red X next to the item.</p>  <p>When the property is set to “No,” you are not be able to delete any attachments in the Submission Components tab.</p>
<p>rb.auto_assign_analyst_on_response</p>	<p>When this property is set to “Yes,” then the Analyst that was previously assigned to a submission that was returned for corrections is automatically assigned to the Return Response Submission. Note: This property is paired with the Return Response Action in the Workflow. When this action is put into the workflow for the Review Response Submission Form, then this property is effective.</p>
<p>rb.display_master_study_summary</p>	<p>This property controls the display of the Master Lay Summary in the General Information tab of a submission.</p> <p>When this property is set to “Yes,” the Master Lay Summary displays.</p>  <p>When this property is set to “No,” the Master Lay Summary does not display in the General Information tab.</p>

<p>rb.display_submission_summary</p>	<p>This property controls the display of the Submission Summary in the General Information tab of a submission.</p> <p>When this property is set to “Yes,” the Submission Summary displays.</p>  <p>When this property is set to “No,” the Submission Summary will not display in the General Information tab.</p>
<p>rb.override_component_lock</p>	<p>When this property is set to Yes, submission components added by an initial board are unlocked such that the next board in the workflow can view all components.</p>
<p>rb.send_expiring_study_notification_to PI_contact</p>	<p>When a study expires within the review board, an Expiring Study Notification triggers and sends to the IACUC Coordinators so they can take proper action on the study within iRIS. This property allows you to specify whether or not the same notification should send to the PI and Study Contact on the study as well.</p> <p>When this property is set to “Yes,” the PI and Study Contact are included in the list of recipients on the Expiring Study Notification. If this property is set to “No,” the notification sends only to the IACUC Coordinators.</p> <p>Note: The property rb.use_auto_expiration must be set to “Yes” in order to use the Expiring Study Notification and for the system to use the auto-study expire feature.</p>
<p>rb.use_agenda_state</p>	<p>This property determines if the Agenda State is displayed in the meeting agenda screen.</p> <p>If this property is set to “Yes,” the Agenda State and Reviewer Notifications are displayed.</p>  <p>If this is set to “No,” the Agenda State and Reviewer Notifications are not displayed.</p>
<p>rb.use_autocal_expiration</p>	<p>Use this property to control when the IACUC Expiration Date populates with a date in the Outcome tab.</p> <p>If this property is set to “Yes,” as soon as you select a Submission Approval date and a Review Cycle, the IACUC Expiration Date populates with a date.</p> <p>If this property is set to “No,” the IACUC Expiration date will not populate with a date and the coordinator processing the submission needs to manually assign an IACUC Expiration Date.</p>

<p>rb_use_conflict_tracking</p>	<p>This property turns on or off the Study Personnel COI Tracking panel in the General Information tab in the submission processing screens.</p>  <p>If this property is set to “Yes,” the COI Under Review column populates in the Study Personnel table.</p>
<p>rb.use_coord_view_all_comments</p>	<p>This property allows your review board analyst to share comments with all reviewers conducting a review. This property works together with the Submission Comments for All Reviewers data value. Using the two together allows the Analyst to merge comments into the reviewer form so assigned reviewers can access the comments while conducting their review.</p> 
<p>rb.use_expiration_calculation_restriction</p>	<p>This property allows you to restrict setting a study expiration date when approving a submission to only Initial Reviews and Continuing Reviews.</p> <p>If this property is set to “Yes” and you are setting Outcome information for a submission that is not the type Initial Review or Continuing Review, the Review Cycle and IACUC Expiration Date is grayed out.</p>  <p>If the property is set to “No,” you can set the Review Cycle and IACUC Expiration Date for any submission you are approving.</p>
<p>rb.use_meeting_approval_date</p>	<p>Setting this property to “Yes” enables a Meeting Approval Date in the Outcome tab.</p>  <p>The Meeting Approval Date allows you to specify an approval date that is different than the actual approval date for the submission. Using the Meeting Approval Date causes the IACUC Expiration Date to calculate based off of this field as opposed to the Submission Approval Date.</p>

rb.use_meeting_vote_summary

This property determines whether anonymous voting will be used for meetings.

If this property is set to Yes, anonymous voting will be used.

Motion for Approval

Number	Vote Type	Comments
<input type="text" value="0"/>	For	<input type="text"/>
<input type="text" value="0"/>	Absent	<input type="text"/>
<input type="text" value="0"/>	Against	<input type="text"/>
<input type="text" value="0"/>	Abstain	<input type="text"/>
<input type="text" value="0"/>	Conflict of Interest	<input type="text"/>
<input type="text" value="0"/>	Not present for Vote	<input type="text"/>

If this property is set to No, anonymous voting will not be used in meetings.

The minutes from the IRB meeting were reviewed and approved.

Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	Representational capacity	Representative of specific entity
For <input type="text" value="0"/>	Analyst, Ann						
Comments:	<input type="text"/>						
For <input type="text" value="0"/>	Board Member, Jan						
Comments:	<input type="text"/>						
For <input type="text" value="0"/>	Board Member, Joe						
Comments:	<input type="text"/>						
For <input type="text" value="0"/>	Board Member, John						
Comments:	<input type="text"/>						
For <input type="text" value="0"/>	Coordinator, Mary Jane, R.N.	Female					
Comments:	<input type="text"/>						

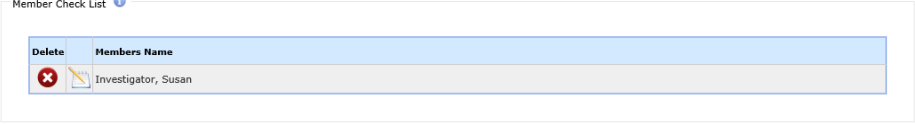
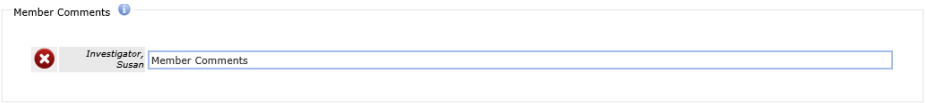
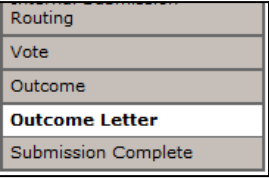

rb.use_meetings

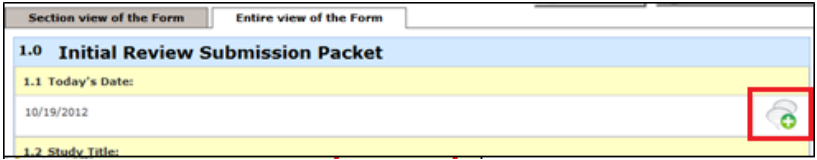
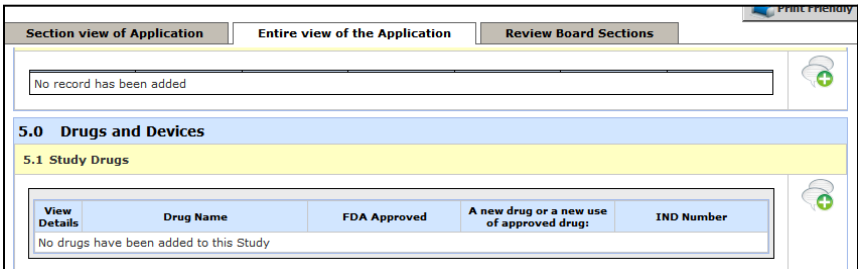
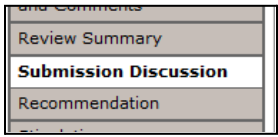
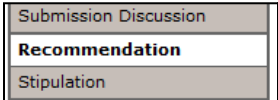
Turns Off/On meeting functionality.

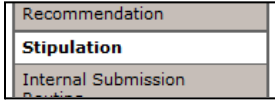
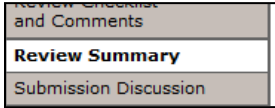
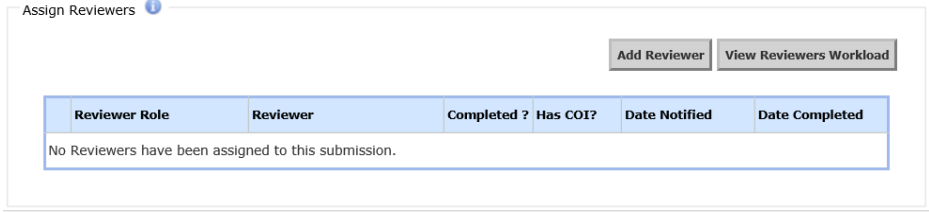
If this property is set to “Yes” then the Review Board is able to conduct meetings within iRIS.

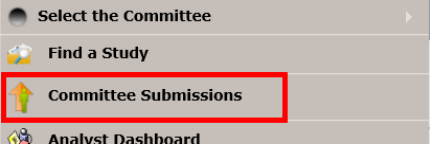

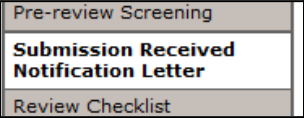


If this property is set to “No,” meeting functionality will be turned off. If this property is turned off, you need to save the Define Role Access matrix, log out, and log back in to make the changes effective in the system. Additionally, when the property is turned back on, you need to return to the Review Board’s Define Role Access matrix and turn on access to meetings again.

<p>rb.use_member_checklist</p>	<p>Turns On/Off member checklist functionality in the Review Checklist and Comments tab. If this property is set to “No,” the member checklist is turned off.</p> <p>If this property is set to “Yes” then the Review Board will be able to use the member checklist, and a button will appear at the top of the Review Checklist and Comments tab allowing members to create and complete a checklist.</p> 
<p>rb.use_member_comments</p>	<p>Turns On/Off the member comments in the Review Checklist and Comments tab. If the property is set to “No,” this feature is turned off.</p> <p>If the property is set to “Yes,” member comments will be available in the Review Checklist and Comments tab.</p> 
<p>rb.use_outcome_letter</p>	<p>This property will turn on or off the ability to create and send Outcome Letters in the system. If the property is set to “No,” this feature will be turned off. The Outcome Letter tab will not be available in the Submission Processing Screens.</p> <p>If this property is set to “Yes,” the Outcome Letter feature will be available for use.</p> 
<p>rb.use_past_meetings</p>	<p>You can set this property to restrict the ability to add a Submission to a past meeting. Set this property to “Yes” and you will be able to add an item to a past meeting. Set the property to “No” to restrict this ability.</p> 

<p>rb.use_review_comments</p>	<p>This property turns on or off the ability for reviewers to add comments when examining submission forms. When a reviewer views a submission form and this property is set to “Yes,” an icon appears next to each question in the form. When clicking this icon, the reviewer can add comments. Comments can then be merged into stipulations as needed through the Review Summary tab.</p> <p>When this property is set to “No,” these icons will not appear in the submission forms.</p> <p>Note: this property does not enable the ability to comment within the Research Application. See rb.use_review_comments_ro for this ability.</p> 
<p>rb.use_review_comments_ro</p>	<p>This property turns on or off the ability for reviewers to add comments when examining the research application (from section 4.0 onwards). When a reviewer views an application and this property is set to No, then the icon will appear next to each question in the form. When clicking this icon, the reviewer can add comments. Comments can then be merged into stipulations, the submission discussion, and outcome letters through the Review Summary tab.</p> <p>When this property is on, then these icons will not appear in the application form.</p> 
<p>rb.use_review_discussion</p>	<p>This property controls the appearance of the Submission Discussion tab in the Submission Processing screens</p>  <p>If this property is set to “No,” the Submission Discussion tab does not display.</p>
<p>rb.use_review_recommendations</p>	<p>This property controls the appearance of the Recommendation tab in the Submission Processing screens.</p>  <p>If this property is set to “No,” the Recommendation tab does not display.</p>

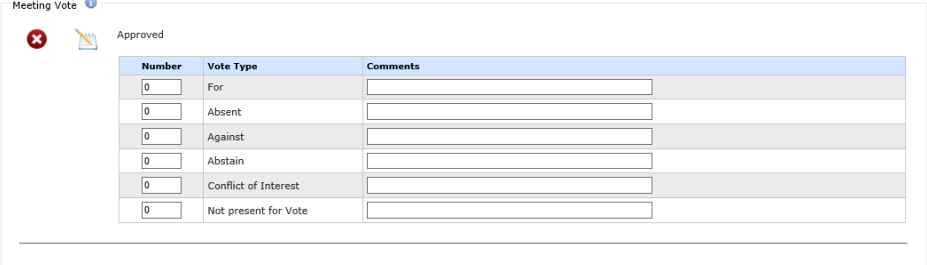
<p>rb.use_review_stipulations</p>	<p>This property controls the appearance of the Stipulation tab in the Submission Processing screens.</p>  <p>If this property is set to “No,” the Stipulation tab does not display.</p>
<p>rb.use_review_summary</p>	<p>This property controls the Review Summary tab in the Submission Processing screens.</p>  <p>If this property is set to “No,” the Review Summary tab does not display.</p>
<p>rb.use_reviewer</p>	<p>When this property is set to “Yes” and the Review Assignment is set for a Submission, then a field populates below the Review Process that allows you to add a reviewer. When this property is set to “No,” then this field does not populate. Turning this property off also disables functionality in the Review Checklist and Comments page. You are not able to see any Reviewer Checklists tables on this screen.</p> 

<p>rb.use_submission_by_committee</p>	<p>If your review board queue needs to be separated into committee submissions, use this property. Committee Submissions means that a submission is assigned to a committee within the review board instead of the review board. If a submission is assigned to a committee, none of the other committees within the board have access to the submission. iMedRIS recommends not setting this property without discussion with iMedRIS personnel beforehand.</p> <p>If this property is set to “Yes,” the review board will be split into committees. Each committee will have its own Submission queue and the committees cannot access submissions to other committees unless the user associated to one committee is also associated to the other committee. Additionally, when a user is in the Committee Submissions screen, the heading at the top of the page indicates in which committee they are. Note, if using this functionality, you will need to modify your workflow so that the submission is directed to a specific committee rather than the review board.</p>  <p>If the property is set to “No,” the committees are related to one review board and work as one Submission queue.</p> 
<p>rb.use_submission_letters</p>	<p>This property turns on/off the review board’s Submission Received Notification Letter section in the Submission Processing screens.</p>  <p>If this property is set to “Yes,” the Submission Received Notification Letter tab is turned on. If this property is set to “No,” the Submission Received Notification Letter tab is turned off.</p>

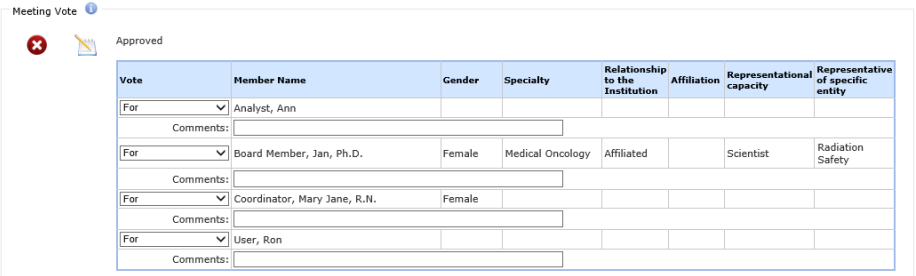
rb.use_submission_vote_summary

This property controls whether voting for a Submission will be anonymous.

If this property is set to “Yes,” anonymous voting will be used.




If this property is set to “No,” anonymous voting will not be used for the Submission. Instead, the name of each voting member present at the meeting populates and you can specify how each member voted by name.

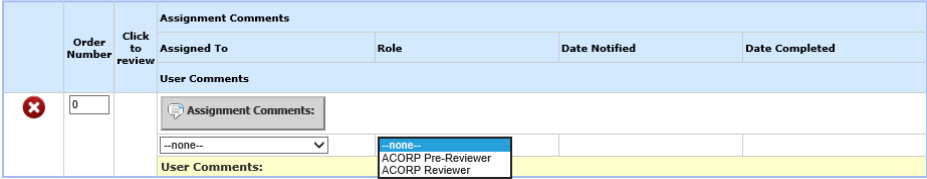


rb.useReviewRouting

This property controls the Internal Submission Routing tab within the submission processing screens.



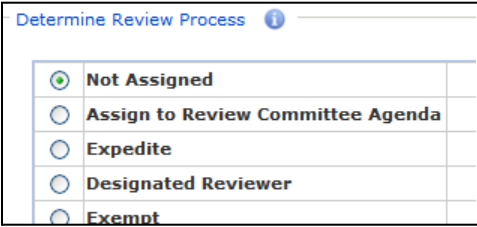
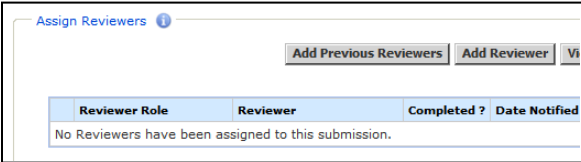
When this property is set to “Yes,” the Internal Submission Routing tab displays. When this property is set to “No,” the Internal Submission Routing tab does not display within the Submission Processing screens.

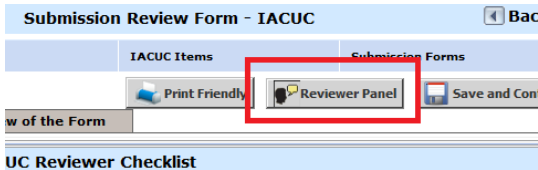
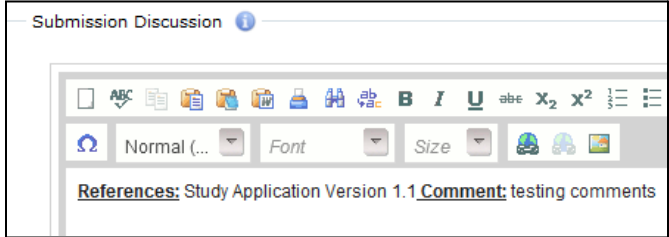
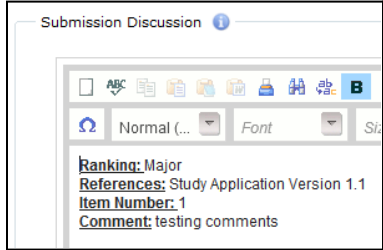
rb.useReviewRouting_user_role	<p>This property allows you to control whether or not you would like to specify a role when assigning a user to an Internal Routing Assignment.</p> <div style="text-align: right; margin-bottom: 5px;"> + Add Review Board Routing + Add Non-Review Board Routing Print Friendly </div>  <p>When this property is set to “Yes,” then you can assign a role in Internal Routing. Note: You will need to configure the roles under Review Board Administration > List Maintenance Setup >Internal Routing User Roles.</p> <p>When set to “No,” a role cannot be assigned. This property does not apply if the rb.useReviewRouting property is turned off.</p>
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Reviewers

The reviewer properties control different elements of the Reviewer Assignments in the Review Board.

PROPERTIES	DESCRIPTION
rb.copy_previous_reviewer_form	<p>This property is used in conjunction with rb.use_previous_submission_reviewers.</p> <p>If this property is set to “Yes” and rb.use_previous_submission_reviewers is set to “Yes,” when you choose to assign previously assigned reviewers to a Pre-Review Correction Form or a Review Response Form, the system copies the contents of the old reviewer checklist into the new assignment. When the Reviewers access their new assignment, the Reviewer Checklist is already populated with the same answers they applied before. If rb.copy_previous_reviewer_form is set to “No,” the system still assigns the previous reviewers, but their checklist does not copy the previous data over.</p>
rb.nav_reviewers_directly_to_checklist	<p>When this property is set to “Yes,” the reviewer will be directed to the Reviewer Checklist form when the Reviewer Assignment home screen task is opened. Note: rb_nav_reviewers_directly_to_comments_tab needs to be set to No for this property to apply.</p>
rb.nav_reviewers_directly_to_comments_tab	<p>When this property is set to “Yes,” a reviewer is directed to the Reviewer Checklist and Comments tab within the Submission Processing screens as opposed to being directed to the Reviewer Checklist.</p> <p>When this property is set to “No,” the reviewer is directed into the Reviewer Checklist when the homepage task is opened.</p>
rb.number_days_to_notify_reviewers	<p>This value signifies the number of days prior to a meeting before a reviewer notification is sent. A value of -1 = ignore. This property can be any whole, non-negative number (excluding -1). The number specified represents the number of days before a meeting that the notification sends.</p>







<p>rb.restrict_KSP_from_reviewers</p>	<p>This property, when set to “Yes,” restricts KSP from the drop down list of Reviewers from which to choose. When set to “No,” the board members will be included in the list of Reviewers regardless of whether they are KSP on the study.</p>
<p>rb.restrict_reviewer_to_voting_member</p>	<p>When this property is set to “Yes,” then the dropdown list of available reviewers is restricted to voting members on the current committee. If this property is set to “No,” then the non-voting members of the committee are also included in the list of available reviewers.</p>
<p>rb.reviewers_form_completes_submission</p>	<p>When this property is set to “Yes,” when the reviewer assigned to a submission completes their review, it also completes the submission (assuming the Reviewer’s form has the Reviewer’s Indication of Complete data value).</p> <p>If this property is set to “No,” when the reviewer completes their review, the assigned Analyst is responsible for setting Outcome information and completing the submission.</p>
<p>rb.use_designated_reviewer</p>	<p>If you would like to use Designated Reviewer as a Review Process in iRIS, set this property to “Yes.” This enables the review process “Designated Reviewer.” From here, you can assign the submission to a meeting and assign a designated reviewer.</p>  <p>If this property is set to “No,” the “Designated Reviewer” option does not display in the review process list.</p>
<p>rb.use_previous_submission_reviewers</p>	<p>This property allows you to assign previously assigned reviewers to a submission.</p> <p>When this property is set to “Yes,” when a submission comes back into the review board queue that has been previously assigned to reviewers in the Pre-Review Screening tab - Assign Reviewers table, an Add Previous Reviewers button populates. When clicked, the system reassigns the reviewers assigned to the last round of the submission.</p>  <p>If this property is set to “No,” the button does not populate and you can manually add reviewers by clicking on the Add Reviewer button.</p>

<p>rb.use_reviewer_panel</p>	<p>This property enables the Reviewer Panel functionality. If this property is set to “Yes,” the Reviewer Panel button populates within the Reviewer Checklist, allowing the reviewer to access the panel.</p>  <p>If this is set to “No,” then this button will not be displayed and the Reviewer Panel is not accessible.</p>
<p>rb.use_reviewer_signoff_sheet</p>	<p>This property allows you to use a signoff page similar to signoffs for submission forms.</p> <p>When this property is set to “Yes,” instead of a Reviewer Indication of Completion value in a Reviewer Checklist, the reviewer is presented with a signoff sheet at the end of the Reviewer Checklist. When the reviewer approves and applies an electronic signature, the review is considered complete. If the reviewer denies the signoff sheet, the review task remains open until the signoff is approved.</p> <p>If this property is set to “No,” the system behaves in the normal function, allowing the reviewer to indicate they are complete with their review within the form.</p>
<p>rb.use_shortened_reviewer_comments</p>	<p>This property cuts off Rank and Item Number when comments are merged from the Review Summary into the Submission Discussion or the Outcome Letter.</p> <p>When the property is set to “Yes,” the merged comments appear without the Rank and Item Number.</p>  <p>When the property is set to “No,” the merged comments appear with the Rank and Item Number.</p> 

rb.use_study_assigned_reviewers	<p>This property includes any study role assigned reviewers that have been set up in the workflow for signoff in the list of Reviewers to choose from. When this is set to “No,” then the study role assigned users are not included in the drop down list of available reviewers when adding a reviewer in the Pre-Review Screening tab.</p>
rb.use_view_of_reviewers_for_members	<p>This property hides reviewer checklists from members if they are not the reviewer assigned on a submission.</p> <p>If this property is set to “Yes,” all members of the board are able to view each other’s checklists.</p> <p>If this property is set to “No,” members not assigned as reviewers will not be able to see reviewer checklists.</p>
rb.x_calendar_days	<p>This property works in conjunction with the “X calendar days from today” merge code that is available in certain review board notifications. When this merge code is inserted into a notification and the notification is sent, this merge code looks at this property to determine the date to pull into this field. The default value is “7,” meaning when the notification sends, the merge code populates with the date 7 days from today. Example: today is 7/16/2014. The merge code for a notification sent today populates with “7/23/2014”.</p> <p>If you would like the date that populates in the merge code to base itself off a different number of days, change the value in this property and the change will take effect.</p>


Meeting Settings

Meeting Settings are properties related to meetings in the review board. These properties are related to the display of members absent on the meeting page and how many meetings iRIS should generate in the Meeting Schedule.

PROPERTIES	DESCRIPTION			
rb.generate_meeting_in_days	<p>This property indicates how many days worth of meetings the system generates when you create a recurring meeting schedule within Meeting Manager. The default setting for this property is 365, meaning iRIS generates a year’s worth of meetings based on the criteria of the recurring meeting. If you would like the system to generate more or less, change the number in this field.</p>			
rb.use_expedited_report	<p>If your review board would like to keep expedited submissions in a separate report attached to a meeting page, use this property to enable this functionality.</p> <div data-bbox="415 537 956 751" style="border: 1px solid black; padding: 5px;"> <p>Expedite Report</p> <ul style="list-style-type: none">  Generate An Expedite Report  Check-Out The Expedite Report For Editing In Word  Edit The Expedite Report Within The Browser </div> <p>If the property is set to “Yes,” you will be able to set up an Expedite Report template in Review Board Administration, much like an agenda or minutes template. In the Meeting Manager, you have the ability to Generate an Expedited Report in the same way you generate the agenda document.</p> <div data-bbox="415 919 1539 978" style="border: 1px solid lightblue; padding: 2px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Expedite Reports</td> <td style="width: 40%; padding: 2px; text-align: center;">View File </td> <td style="width: 30%; padding: 2px; text-align: right;">Number of Es</td> </tr> </table> </div> <p>When the Expedite Report is published, it is available to view on the Meeting Agenda page.</p> <p>When this property is set to “No,” the expedite report information is not available and you can pull Expedited Submissions into the main body of the Agenda and Minutes templates.</p>	Expedite Reports	View File 	Number of Es
Expedite Reports	View File 	Number of Es		
rb.use_member_absent	<p>This property allows you to control the display of voting members absent on the Meeting Agenda page.</p> <p>When this property is set to “Yes,” any voting member not marked as present at the meeting populates in a Voting Members Absent group in the Meeting Attendance area.</p> <p>If this property is set to “No,” any voting member not marked as present at the meeting will simply not show up on the Meeting page.</p>			
rb.use_non_member_absent	<p>This property allows you to control the display of non-voting members absent on the Meeting Agenda page.</p> <p>When this property is set to “Yes,” any non-voting member not marked as present at the meeting populates in a Non Voting Members Absent group in the Meeting Attendance area.</p> <p>If this property is set to “No,” any non-voting member not marked as present at the meeting simply does not show up on the Meeting page.</p>			
rb.use_staff_absent	<p>This property allows you to control the display of staff absent on the Meeting Agenda page.</p> <p>When this property is set to “Yes,” any staff not marked as present at the meeting populates in a Staff Absent group in the Meeting Attendance area.</p> <p>If this property is set to “No,” any staff not marked as present at the meeting, simply does not show up on the Meeting page.</p>			

Security

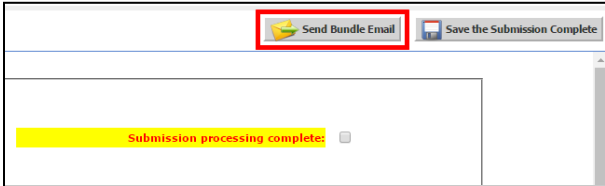
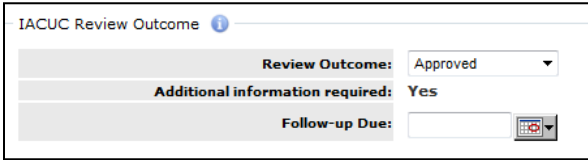
Security properties allow you to define whether the review board should be able to search for studies not associated to the review board and if you want to allow KSP to access submissions if they also have a role on the board.

PROPERTIES	DESCRIPTION
rb.restrict_access_from_KSP	<p>This property restricts the KSP of a study to open the study on the board side if the user also has a review board role. If the property is set to “No,” the KSP access is not restricted. If the property is set to “Yes,” the KSP access is restricted and an error message appears if the KSP attempts to open the study from the review board (see below).</p> 
rb.restrict_find_to_rb	<p>This property restricts the access to studies that do not belong to the review board.</p> <p>If this property is set to “Yes,” in Find a Study, only studies that have an association to the review board populate in the results.</p> <p>If this property is set to “No,” all studies in the database are searchable and accessible by the review board in Find a Study.</p>

Recommendations and Stipulations

These properties are related to stipulations and how the system handles them.

PROPERTIES	DESCRIPTION
rb.update_recommendation_by_all	<p>Allow members to update recommendations. If it is set to “No,” then reviewers cannot update the recommendations.</p> <p>If this is set to “Yes,” then a button appears to allow the reviewers the ability to update the recommendations.</p> <p>This option does not apply if rb.use_review_recommendations is off.</p>
rb.update_stipulation_by_all	<p>Allow members to update stipulations. If it is set to “No,” then members cannot update the stipulations.</p> <p>If this is set to “Yes,” then a button appears to allow the reviewers the ability to update the stipulations.</p> <p>This option is irrelevant if rb.use_review_stipulations is off.</p>

<p>rb.use_bundle_stipulation</p>	<p>This property is only applicable if rb.use_bundle_to_external_source is set to “Yes.”</p> <p>If both properties are set to “Yes,” you can choose to bundle selected submission components in the Submission Complete tab when returning a submission for Pre-Review Changes or Review Response, but only if you are returning the submission without any Stipulation Type 1 (Stipulations That Must be Addressed) created in the Stipulations tab.</p>  <p>If there are any Stipulations created of the the Stipulation that Must be Addressed type, the Send Bundle Email will not populate on the page.</p> <p>If rb.use_bundle_to_external_source is set to “Yes” and rb.use_bundle_stipulation is set to “No,” the Send Bundle Email button is always available in the Submission Complete tab, regardless of what kind of Stipulations have been created for the submission.</p>
<p>rb.use_stipulation_category</p>	<p>This property allows you to create categories for your Stipulations.</p> <p>When set to “Yes,” you can setup the categories in Review Board Administration > List Configuration and Maintenance > Stipulation Categories. When you are creating Stipulations for a Submission, you can associate the stipulation to a category.</p> <p>If this property is set to “No,” you will not have the ability to associate a category to a Stipulation.</p>
<p>rb.use_stipulation_control_response</p>	<p>This property sets the review board submissions to default to return to the study for corrections if there are any Stipulations added to the submission.</p> <p>If this property is set to “Yes” and a stipulation is added to a submission, the Additional Information Required field in the Outcome tab of the submission will always say “Yes,” regardless of the submission outcome selected. Additionally, if there are no stipulations added to the submission, then the Additional Information Required field will always say “No,” regardless of the outcome selected.</p>  <p>When this property is set to “No,” then the Additional Information Required field reads “Yes” or “No” depending on the Outcome selected.</p>

<p>rb.use_stipulation_tracking</p>	<p>Stipulations Tracking is a tool within the Review Board that allows you to track outstanding stipulations and view previously closed stipulations.</p> <p>If this property is set to “Yes” a new area within the Review Board Assistant populates called Stipulations Tracking. You may need to enable this area within the Role Access when you initially turn on the property.</p> <div data-bbox="906 401 1198 527" style="text-align: center;"> </div> <p>If this property is set to “No,” the Stipulations Tracking area does not populate within the Review Board Assistant.</p>
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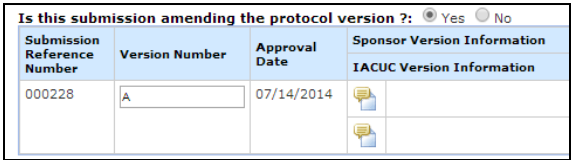
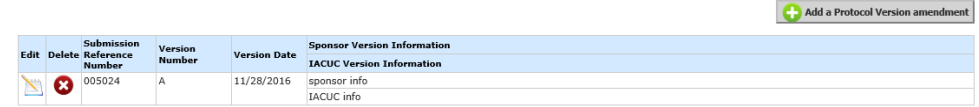
Study Board Properties

Study Board Properties are basic study elements specific to the review board.

PROPERTIES	DESCRIPTION
<p>rb.use_archived_location</p>	<p>When this property is set to “Yes,” then the Archived Location field populates in the Study Summary screen of a submission.</p> <div data-bbox="678 995 1393 1052" style="border: 1px solid gray; padding: 2px;"> <p>Archived Location: <input type="text" value="--none--"/></p> </div> <p>When set to “No,” this field does not display. These lists are configurable in the List Maintenance Setup tab of Review Board Administration.</p>
<p>rb.use_continue_review</p>	<p>This property controls whether to use continuing review for the board.</p>
<p>rb.use_continue_review_due</p>	<p>When this property is set to “Yes,” the Continuing Review Due field populates within the Study Profile and the Outcome tab of a submission.</p> <div data-bbox="678 1373 1174 1430" style="border: 1px solid gray; padding: 2px;"> <p>Continuing Review Due: <input type="text"/> </p> </div>
<p>rb.use_expiration_date</p>	<p>When this property is set to “Yes” the Expiration Date field populates within the Study Profile and the Outcome tab of a submission.</p> <div data-bbox="678 1583 1187 1667" style="border: 1px solid gray; padding: 2px;"> <p>IACUC Expiration: <input type="text"/> </p> </div>
<p>rb.use_last_continue_review_approved</p>	<p>When this property is set to “Yes” the Last Continuing Review Approved field populates within the Study Profile and the Outcome tab of a submission.</p> <div data-bbox="678 1818 1060 1881" style="border: 1px solid gray; padding: 2px;"> <p>Last Continuing Review Approved: 11/18/2014</p> </div>

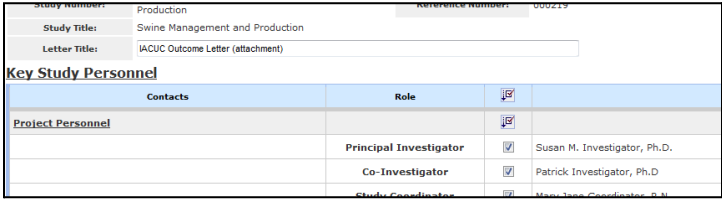
Amendments

Amendment properties allow you to indicate whether an IACUC number should append with an added number or letter each time a study is amended.

PROPERTIES	DESCRIPTION
rb.use_append_amendment_on_rb_number	<p>When this property is set to “Yes,” then the IACUC number is appended with the last amendment version provided.</p> 
rb.use_letter_for_amendment_version	<p>When this property is set to “Yes,” you can enter a letter as the amendment version, rather than a number, on the Outcome tab of the submission processing screens.</p> 
rb.use_protocol_version_tracking	<p>When this property is set to “Yes,” you can track and amend the protocol number when the board processes an amendment form. This option is available for use on the Outcome tab of the submission processing screens.</p> 

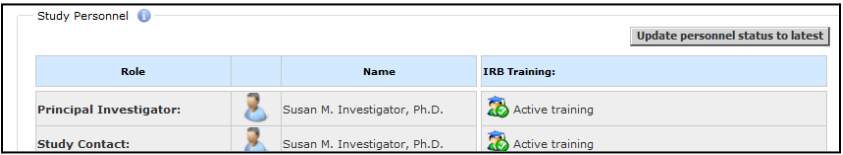
Letter

Letter properties are in place to help control default selected recipients on Outcome letters.

PROPERTIES	DESCRIPTION
rb.use_auto_select_Study_Coordinator	When set to “Yes,” this property automatically selects the Study Coordinator when sending an Outcome Letter within a submission.
rb.use_default_recipient_not_selected	<p>This property allows you to determine whether the recipient list for outcome letters is default all selected or all not selected. If this property is set to “Yes,” the recipient’s checkbox is <i>not</i> automatically selected.</p> <p>If you would like to default all recipients to be selected, set this property to “No.”</p>  <p>The screenshot shows a form with fields for Study Number (Production), Reference Number (00219), Study Title (Swine Management and Production), and Letter Title (IACUC Outcome Letter (attachment)). Below these is a table titled 'Key Study Personnel' with columns for Contacts, Role, and checkboxes. The roles listed are Principal Investigator, Co-Investigator, and Study Coordinator, each with a checked checkbox and a name: Susan M. Investigator, Ph.D., Patrick Investigator, Ph.D., and Mary Jane Coordinator, Ph.D. respectively.</p>

Training

This property allows you to indicate whether to track training within this review board.

PROPERTIES	DESCRIPTION
rb.use_training_tracking	<p>This property enables the Key Personnel’s review board-specific training to display in the General Information tab of the submission processing screens.</p> <p>If this property is set to “Yes,” the training information displays in the Key Study Personnel table.</p>  <p>The screenshot shows a table titled 'Study Personnel' with columns for Role, Name, and IRB Training. The roles listed are Principal Investigator and Study Contact, both with the name Susan M. Investigator, Ph.D. and the status 'Active training' with a green checkmark icon.</p>
	If this property is set to “No,” the training information will not display.

Notification

Notification properties allow you to indicate what type of tasks an assigned analyst should receive for a submissions completed tasks.

PROPERTIES	DESCRIPTION																																	
<p>rb.use_internal_routing_complete_queue</p>	<p>When this property is set to “Yes,” the assigned analyst for a submission gets a task appearing on their home screen notifying them that the Internal Routing is completed.</p> <div data-bbox="656 352 1471 550" style="border: 1px solid black; padding: 5px;"> <p> Internal Submission Routing Complete 1</p> <p>1 task(s) found... 1 - 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Open</th> <th>Principal Investigator</th> <th>IACUC Number</th> <th>Study Alias</th> <th>Study Status</th> <th>Submission Form Name</th> <th>Submission Date</th> <th>Review Process</th> <th>IACUC Initial Approval</th> <th>Expiration</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td colspan="11" style="background-color: #ffffcc;">Swine Management and Production</td> </tr> <tr> <td></td> <td>Dr. Susan M. Investigator,</td> <td>GH-14001</td> <td>Swine Management and</td> <td style="background-color: #008000; color: white;">Open</td> <td>IACUC Animal Incident</td> <td>07/08/2014</td> <td>Administrative</td> <td>12/02/2014</td> <td>07/13/2015</td> <td>07/14/2014</td> </tr> </tbody> </table> </div> <p>If this property is set to “No,” then the task does not appear on the home screen.</p>	Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received	Swine Management and Production												Dr. Susan M. Investigator,	GH-14001	Swine Management and	Open	IACUC Animal Incident	07/08/2014	Administrative	12/02/2014	07/13/2015	07/14/2014
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<p>rb.use_outcome_signoff_complete_queue</p>	<p>When this property is set to “Yes,” then the assigned analyst for the submission receives a task appearing on their home screen notifying them that the Outcome Letter Signoff is completed.</p> <div data-bbox="656 793 1507 1003" style="border: 1px solid black; padding: 5px;"> <p> Outcome Letter Signoff Complete 1</p> <p>1 task(s) found... 1 - 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Open</th> <th>Principal Investigator</th> <th>IACUC Number</th> <th>Study Alias</th> <th>Study Status</th> <th>Submission Form Name</th> <th>Submission Date</th> <th>Review Process</th> <th>IACUC Initial Approval</th> <th>Expiration</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td colspan="11" style="background-color: #ffffcc;">Swine Management and Production</td> </tr> <tr> <td></td> <td>Dr. Susan M. Investigator,</td> <td>GH-14001</td> <td>Swine Management and</td> <td style="background-color: #008000; color: white;">Open</td> <td>IACUC Animal Incident</td> <td>07/08/2014</td> <td>Administrative</td> <td>12/02/2014</td> <td>07/13/2015</td> <td>07/14/2014</td> </tr> </tbody> </table> </div> <p>If this property is set to “No,” then the task does not appear on the home screen.</p>	Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received	Swine Management and Production												Dr. Susan M. Investigator,	GH-14001	Swine Management and	Open	IACUC Animal Incident	07/08/2014	Administrative	12/02/2014	07/13/2015	07/14/2014
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<p>rb.use_reviewers_complete_queue</p>	<p>When this property is set to “Yes,” then the Assigned Analyst for a match receives a task appearing on their home screen notifying them that all the Reviewers have completed their review.</p> <div data-bbox="656 1247 1513 1457" style="border: 1px solid black; padding: 5px;"> <p> Submission Reviewers Complete 1</p> <p>1 task(s) found... 1 - 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Open</th> <th>Principal Investigator</th> <th>IACUC Number</th> <th>Study Alias</th> <th>Study Status</th> <th>Submission Form Name</th> <th>Submission Date</th> <th>Review Process</th> <th>IACUC Initial Approval</th> <th>Expiration</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td colspan="11" style="background-color: #ffffcc;">Swine Management and Production</td> </tr> <tr> <td></td> <td>Dr. Susan M. Investigator,</td> <td>GH-14001</td> <td>Swine Management and</td> <td style="background-color: #008000; color: white;">Open</td> <td>IACUC Animal Incident</td> <td>07/08/2014</td> <td>Administrative</td> <td>12/02/2014</td> <td>07/13/2015</td> <td>07/14/2014</td> </tr> </tbody> </table> </div> <p>If this property is set to “No,” then the task does not appear on the home screen.</p>	Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received	Swine Management and Production												Dr. Susan M. Investigator,	GH-14001	Swine Management and	Open	IACUC Animal Incident	07/08/2014	Administrative	12/02/2014	07/13/2015	07/14/2014
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Submission Pre-review

Properties in this group relate to the Review Process set for a submission. You are able to turn on or off certain review processes, depending on the review board type.

PROPERTIES	DESCRIPTION
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<p>rb.use_review_process_agenda</p>	<p>This property is related to the “Assign to Review Committee Agenda” Review Process.</p> <p>If this property is set to “Yes,” you have the option to assign a submission to a Review Committee Agenda on the Pre-Review Screening tab of the submission.</p> <div data-bbox="574 331 1511 781" style="border: 1px solid black; padding: 5px;"> <p>Determine Review Process ⓘ</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><input type="radio"/> Not Assigned</td> <td style="width: 40%;"></td> </tr> <tr> <td><input checked="" type="radio"/> Assign to Review Committee Agenda</td> <td> Committee Name: <input type="text" value="Committee 01"/> </td> </tr> <tr> <td></td> <td> Upcoming Meeting Date: <input type="text" value="--none--"/> </td> </tr> <tr> <td><input type="radio"/> Expedite</td> <td></td> </tr> <tr> <td><input type="radio"/> Facilitated Review</td> <td></td> </tr> <tr> <td><input type="radio"/> Emergency Use</td> <td></td> </tr> <tr> <td><input type="radio"/> Designated Reviewer</td> <td></td> </tr> <tr> <td><input type="radio"/> Exempt</td> <td></td> </tr> <tr> <td><input type="radio"/> Pre-Review Forward to another Board/ Committee</td> <td></td> </tr> <tr> <td><input type="radio"/> Pre-Review changes requested</td> <td></td> </tr> <tr> <td><input type="radio"/> Process Administratively</td> <td></td> </tr> </table> </div> <p>If this is set to “No,” this option is not available.</p>	<input type="radio"/> Not Assigned		<input checked="" type="radio"/> Assign to Review Committee Agenda	Committee Name: <input type="text" value="Committee 01"/>		Upcoming Meeting Date: <input type="text" value="--none--"/>	<input type="radio"/> Expedite		<input type="radio"/> Facilitated Review		<input type="radio"/> Emergency Use		<input type="radio"/> Designated Reviewer		<input type="radio"/> Exempt		<input type="radio"/> Pre-Review Forward to another Board/ Committee		<input type="radio"/> Pre-Review changes requested		<input type="radio"/> Process Administratively	
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<input type="radio"/> Pre-Review changes requested																							
<input type="radio"/> Process Administratively																							
<p>rb.use_review_process_emergency_use</p>	<p>This property is related to the “Emergency Use” Review Process.</p> <p>If this property is set to “Yes,” you have the option to assign the submission to Emergency Use on the Pre-Review Screening tab.</p> <p>If this is set to “No,” this option is not available.</p>																						
<p>rb.use_review_process_exempt</p>	<p>This property is related to the “Exempt” Review Process.</p> <p>If this property is set to “Yes,” you have the option to assign the submission to Exempt in the Pre-Review Screening tab.</p> <p>If this is set to “No,” this option is not available.</p>																						
<p>rb.use_review_process_expedited</p>	<p>This property is related to the “Expedited” Review Process.</p> <p>If this property is set to “Yes,” you have the option to assign a submission as an Expedited Review in the Review Assignment tab of a submission.</p> <p>If this is set to “No,” this option is not available.</p>																						
<p>rb.use_review_process_facilitated</p>	<p>This property is related to the “Facilitated Review” Review Process.</p> <p>If this property is set to “Yes,” you have the option to assign the submission to Facilitated Review in the Pre-Review Screening tab.</p> <p>If this is set to “No,” this option is not available.</p>																						

<p>rb.use_review_process_forward</p>	<p>This property is related to the “Forward to Another Board/Committee” Review Process.</p> <p>If this property is set to “Yes,” you have the option to forward the submission to another board or committee in the Pre-Review Screening tab.</p> <p>If this is set to “No,” this option is not available.</p>
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Submissions

Use the properties in the Submissions group to control the display of Study Classification and Risk Assigned in the Submissions queue.

PROPERTIES	DESCRIPTION																												
<p>rb.use_risk_assigned_displayed</p>	<p>This property enables a Risk Assigned column within the Submission Processing screens. *This property is not applicable with IACUC modules</p>																												
<p>rb.use_study_classification_displayed</p>	<p>If this property is set to “Yes,” the Study Classification column populates for submissions in the Not Assigned and Assigned queues.</p> <div data-bbox="678 884 1292 1159" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Open</th> <th>IACUC Number</th> <th>Ref Number</th> <th>Type</th> <th>Study Classification</th> <th>Review Process</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td colspan="7"><i>Initial Submission</i></td> </tr> <tr> <td></td> <td>IACUC 440</td> <td>000006</td> <td>Continuing Review Submission Form</td> <td>Study Classification 1</td> <td>Designated Reviewer</td> <td>01/06/04:03: PST</td> </tr> <tr> <td colspan="7"><i>Swine Management and Production</i></td> </tr> </tbody> </table> </div> <p>If set to “No,” the column does not display.</p>	Open	IACUC Number	Ref Number	Type	Study Classification	Review Process	Date/Time	<i>Initial Submission</i>								IACUC 440	000006	Continuing Review Submission Form	Study Classification 1	Designated Reviewer	01/06/04:03: PST	<i>Swine Management and Production</i>						
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<i>Swine Management and Production</i>																													

Internal Routing

Internal Routing allows you to specify whether or not to capture an electronic signature for an Internal Routing task.

PROPERTIES	DESCRIPTION
<p>rb.use_signature_on_internal_routing</p>	<p>Use this property to control whether or not to capture a user’s electronic signature when completing an Internal Routing task.</p> <div data-bbox="678 354 1143 630" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>If this property is set to “Yes,” then an electronic signature is required on an Internal Routing task.</p> <p>When this property is set to “No,” the User ID and Password fields are not populated on the page.</p>