



IACUC ASSISTANT

Reviewer Dashboard Manual

Version 11.02

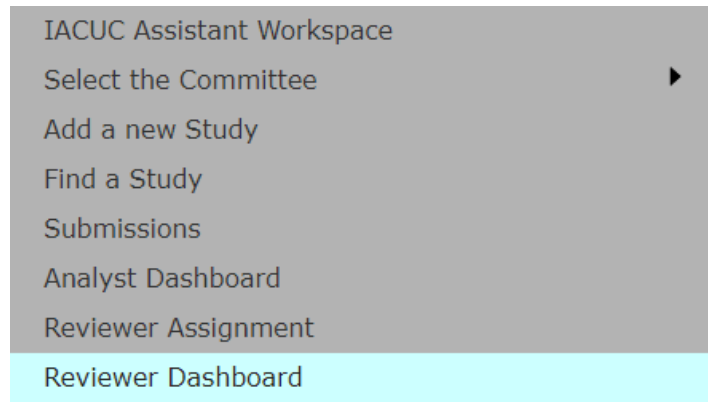
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Reviewer Dashboard

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.

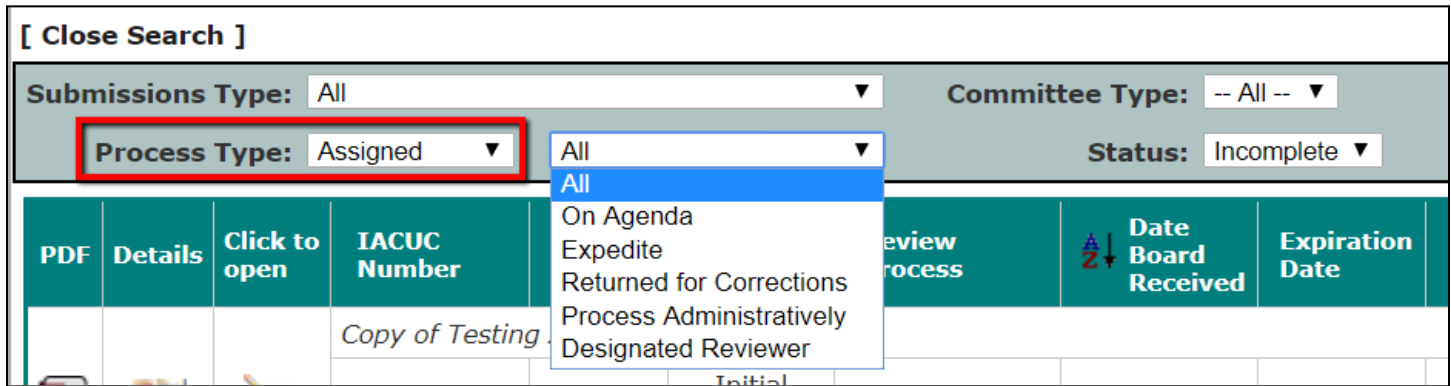
The screenshot shows the Reviewer Dashboard interface. On the left, there is a 'Switch View' sidebar with options: Task List (selected), Internal Submission Routing, Upcoming Committee Meeting (August 30, 2019), and Past Committee Meeting. The main area features a search bar with filters for Submissions Type, Committee Type, Process Type, and Status. Below the search bar is a table of submissions.

| PDF | Details | Click to open | IACUC Number | Ref Number | Type | Study Classification | Review Process | Date Board Received | Expiration Date | Principal Investigator | Assigned Analyst |
|-----|---------|---------------|------------------------|------------|--|----------------------|-----------------------|---------------------------|-----------------|------------------------|------------------|
| | | | Application 12.12.2012 | | | | | | | | |
| | | | ANI-12-203 | 000694 | Submission Response for Initial Review Submission Form | | Expedite | 10/18/2013 2:08:24 PM PDT | | Minarik, Randy | |
| | | | t-16066 | | | | | | | | |
| | | | PRO-41201723473 | 006616 | Initial Review Submission Form | | Full Committee Review | 11/30/2017 2:10:52 PM PST | | Minarik, Randy | |

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 on the top right-corner hides the menu on left side of the page, 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. The **Status** list will allow you to search for Incomplete or Complete reviewer assignments. **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 drop-down option to “Assigned”, then an additional drop-down list will become available listing the available review processes you can select.

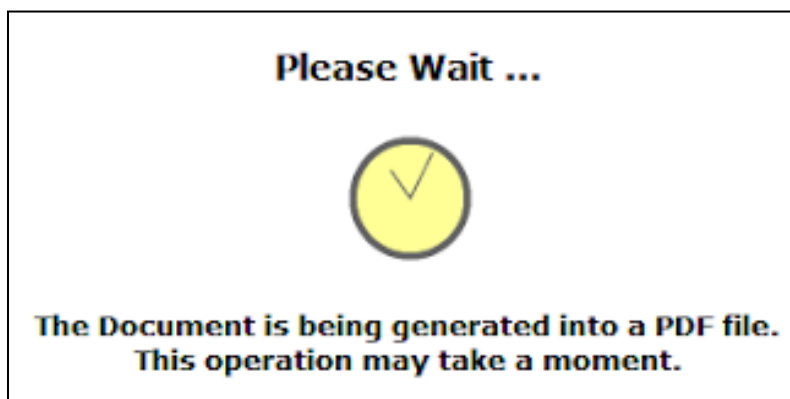


After you select items to refine your search, click the **Search** button and the page will refresh with all submissions that meet your search criteria.

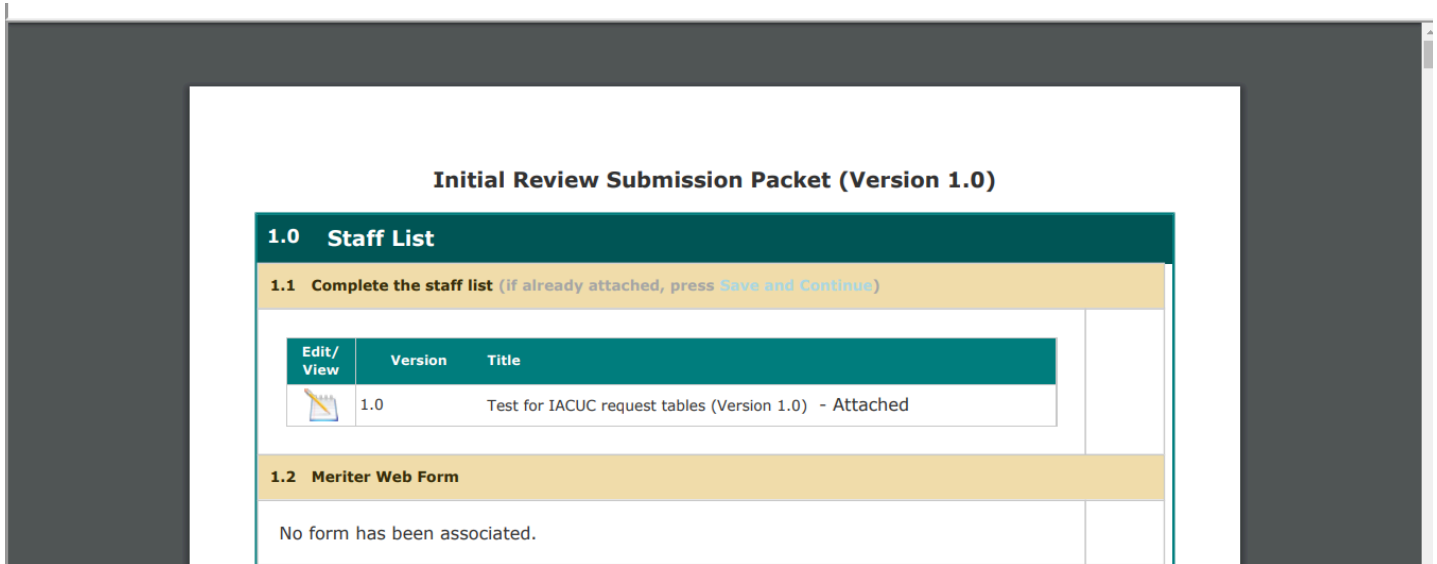
The Task List page contains the columns shown in the screenshot below. You may sort the submissions by any of the columns from **IACUC Number** to **Assigned Analyst** by clicking on the column. You may then indicate the sort order alphabetically from A-Z or Z-A by clicking on the icon.

| PDF | Details | Click to open | IACUC Number | Ref Number | Type | Review Process | Date Board Received | Expiration Date | Principal Investigator | Assigned Analyst |
|--|---------|---------------|--------------|------------|--------------------------------|--------------------------|---------------------------|-----------------|-----------------------------|------------------|
| <i>Copy of Testing Application IV 10.30.2014</i> | | | | | | | | | | |
| | | | PRO-14-1171 | 002091 | Initial Review Submission Form | Process Administratively | 10/30/2014 3:04:40 PM GMT | | Minarik, Randy middle, M.S. | |

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 on the same page.

| Submission Details [X] | | | | |
|------------------------|----------------------|------------------------------|--------------------------------|------------------|
| Ref Number | Study Classification | Date Board Received | Principal Investigator | Assigned Analyst |
| 002091 | | 10/30/2014 3:04:40 PM GMT | Minarik, Randy middle, M.S. | |

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.

My Workspaces ▾

IACUC Number: ANI-12-203

Alias: Study Application 12.12.2012

PI: Minarik, Randy, M.S. Brig. Gen.

IACUC

Reviewers Checklist- IACUC - (Version 1.0)
1 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:

1.2 Protocol Information

IACUC Number

ACORP Title

ACORP Species (select from drop down)

--none-- ▾

1.3 Reviewer:

| Reviewer Role | Reviewer | Completed ? | Date Notified | Date Completed |
|----------------|---------------------------------------|-------------|---------------|----------------|
| AWO Pre-Review | Administrator, First name, Brig. Gen. | No | 04/25/2018 | |

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.

My Workspaces ▼ IACUC Number: **ANI-12-203** IACUC **Reviewers Checklist- IACUC - (Version 1.0)** Back

Alias: Study Application 12.12.2012
PI: Minarik, Randy, M.S, Brig. Gen.

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

1.7 Submission Forms:

Compare Item(s) Items in List View Clear Viewed Item(s) Create PDF Packet

| Compare | Include in PDF Packet | Compare to Last Approved | View in Separate Window | Revisions | Current Submission Components (All Rounds) | More Details |
|---------------------------------|--------------------------|--------------------------|-------------------------|-----------|--|--------------|
| Submission Form(s) | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | IACUC - IACUC - Review Response Form - (Version 1.2) | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | Initial Review Submission Form Real - (Version 1.1) | |
| Application | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | Study Application - (Version 1.1) | |
| Document(s) | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | Document 01 - (Version 1.0) | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | Document 02 - (Version 1.0) | |
| Category : ACORP Diagram | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | Consent - (Version 1.0) | |

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.

My Workspaces ▼ IACUC Number: **ANI-12-203** IACUC **Reviewers Checklist- IACUC - (Version 1.0)** Back

Alias: Testing Application 12.12.2012
PI: Minarik, Randy, M.S, Brig. Gen.

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

2.0 **Reviewer's Recommendations**

2.0 Reviewer's Recommendations

2.1 Recommended Committee Finding:

- Pre-Review Responses Needed
- Approve
- Modifications Required to Secure Approval followed by Designated Member Review and completion of modifications of items listed
- Modifications Required to Secure Approval followed by Full Committee Review and completion of modifications of items listed
- Refer to Full Committee for Review (DMR reviews only)
- Withhold Approval (Not available for DMR Outcome)

2.2 Review Comments: Here is the list of comments and questions compiled for this review - this is your last chance on this round to submit questions/comments. The next screen will complete this review process

Add a new comment Delete selected comment(s)

| Rank | Reference | Item Number(or name) |
|--|---|----------------------|
| <input type="checkbox"/> Major <input type="radio"/> Minor | Initial Review Submission Form Real Version 1.1 | |
| | | |

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.

2.2 Is your Review Complete?

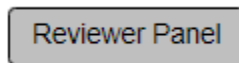
Yes
 No

When you flag a review as complete, the Reviewer Assignment in the Reviewer Dashboard is now 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.

Not secure | iris-pm.int.imedris.com/1101/RB_Components_Review.jsp?windowName=Review_Panel_1558637734204&rand=155...

| | | | | | | | | | | |
|---------------|------------------------------|-------------|------|-------------|-------------|---------------|-------------|-------------|---|-------------|
| Study Status: | Pending - Submitted for I... | Ref Number: | 2091 | IRB Number: | PRO-14-1171 | IACUC Number: | PRO-14-1171 | Study Title | Copy of Testing Application IV 10.30.201... | 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)

+ Initial Review Submission Packet (Version 1.0)

Application

+ Test for IACUC request tables (Version 1.0)

Document(s)

Test (Version 1.0 Approved on 04/26/2017)

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: 000694 IACUC Number: ANI-12-203 Viewing: IACUC - Review Response Form (Version 1.2) Close Panel

VASDHS - Research Service
Initial Protocol Review Submission Form

Initial Review Submission Form

Principal Investigator:
Randy Minarik

Title:
Testing Application 12.12.2012

Project Number:
PRO-12-400

IRB Protocol Number:

IACUC Protocol Number:
ANI-12-203

Preparation Date:
12/12/2012

Note: Do not attach the application if it is already **Attached**

| Edit/View | Version | Title |
|-----------|---------|-------------------------------------|
| | 1.1 | test iacuc (Version 1.1) - Attached |

You can click on the icon next to the submission component to open it in a separate window.

iris-qa2/1102/Submission_Component_Details_Popup_Window.jsp?windowName=Details_Panel_1567... Not secure | iris-qa2/1102/Submission_Component_Details_Popup_Window.jsp?windowName=Deta...

IACUC Number: **ANI-12-203** Initial Review Submission Form Real (Version 1.1) Print Friendly Close Window

Alias: Testing Application 12.12.2012
PI: Minarik, Randy, M.S. Brig. Gen.

VASDHS - Research Service
Initial Protocol Review Submission Form

Initial Review Submission Form

Principal Investigator:
Randy Minarik

Title:
Testing Application 12.12.2012

Project Number:
PRO-12-400

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 - PI Responses Ne... Ref Number: 000694 IACUC Number: ANI-12-203 Viewing: IACUC - Review Response Form (Version 1.2) Close Panel X

Submission Components

Submission Form(s)

- Initial Review Submission Form R eal (Version 1.1)

| Section Name | | |
|--------------------------------|--|--|
| Protocol identification | | |
| Staff list | | |
| Safety | | |
| Space | | |
| Information security | | |
| Consent Forms | | |
| HIPAA Authorization | | |
| Other attachments | | |
| Submission | | |

Application

Consent Form(s)

Document(s)

VASDHS - Research Service Initial Protocol Review Submission Form

Initial Review Submission Form

Principal Investigator:
Randy Minarik

Title:
Testing Application 12.12.2012

Project Number:
PRO-12-400


IRB Protocol Number:

IACUC Protocol Number:
ANI-12-203

Preparation Date:
12/12/2012

Note: Do not attach the application if it is already **Attached**

| Edit/View | Version | Title |
|-----------|---------|-------------------------------------|
| | 1.1 | test iacuc (Version 1.1) - Attached |

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.

Reviewer Comments Editor

| Author | Comments |
|--------|--|
| | No reviewers share comments for this question. |

Rich text editor toolbar with icons for text formatting (bold, italic, underline, text color, background color), alignment, and list creation.

Display my comment to other reviewers

Cancel Save Comment

When a reviewer clicks on the comment icon, an ajax window to add a comment is prompted. At the bottom of the ajax window, there is an option which allows users to display their comment to other reviewers. Once this selection is made and saved, the comment is added and the background for the given comment turns blue. This color conversion allows other reviewers assigned to that submission form to easily identify a shared comment by another user.

This functionality can be activated by turning on the property `rb.use_shared_comments` within: **Pathway: IACUC Assistant > Review Board Administration > Board Configuration Options > Reviewers**

Submission Components

Submission Form(s)

Application

Test for IACUC request tables (Version 1.0)

| Section Name | Comments | Count |
|---|----------|-------|
| Setup Site(s) Access | | |
| Grant Key Personnel access to the study | | |
| this is a test for request tables | | 1 |
| test adding a document in a form | | 1 |
| branch section 1 | | |
| branch section 2 | | |

Document(s)

Test (Version 1.0 Approved on 04/26/2017)

Study Document (Version 1.0)

| Order Number | Criteria |
|--------------|--|
| | No Criteria has been added to this Study |

4.8 attachmnet form data value

No form has been associated.

| View Details | Species Name | Is Species USDA | Scientific Name | Common Name |
|--------------------------|--------------|-----------------|-----------------|-------------|
| <input type="checkbox"/> | Cat-Dog | Yes | Cat-Dog | Meow-Woof |

Species Name: Cat-Dog

Is Species USDA: Yes

Scientific Name: Cat-Dog

Common Name: Meow-Woof

Sex: Male/Female

Age:

Weight:

Category Type: Regular

Total Number Requested: 100

Source: null

When you view another 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.

Study Status: Pending - Submitted for 1...

Ref Number: 020576

IACUC Number: IACUC-2019-2164

Viewing: Initial Review Submission Form Real (Version 1.0)

Highlight Mode: ON OFF

Close Panel

Submission Components

Submission Form(s)

Application

Consent Master(s)

Consent Form(s)

Document(s)

Document 1032 1 (Version 1.1)

withhandf (Version 3.1)

PARENTAL PERMISSION FOR MY CHILD TO TAKE PART IN A RESEARCH STUDY
Signed copy to be provided to subject or authorized representative

This is a research study for subjects who voluntarily choose to take part. Please take your time to make a decision, and discuss the study with your personal doctor, family and friends if you wish.

STUDY TITLE: TrialNet Natural History Study of the Development of Type 1 Diabetes: Monitoring

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.

The screenshot shows the IACUC Assistant Reviewer Dashboard interface. At the top, there is a navigation bar with the following information: Study Status: Pending - Submitted for I...; Ref Number: 020576; IACUC Number: IACUC-2019-2164; Viewing: Initial Review Submission Form Real (Version 1.0); Highlight Mode: ON (indicated by a red button); and a Close Panel button with a red X icon.

Below the navigation bar is a sidebar titled "Submission Components" with a list of document versions: Document 1032 1 (Version 1.1), trt (Version 4.0), t1 (Version 1.1), Big_File (Version 2.0), and withhandf (Version 3.1). The "withhandf (Version 3.1)" document is currently selected.

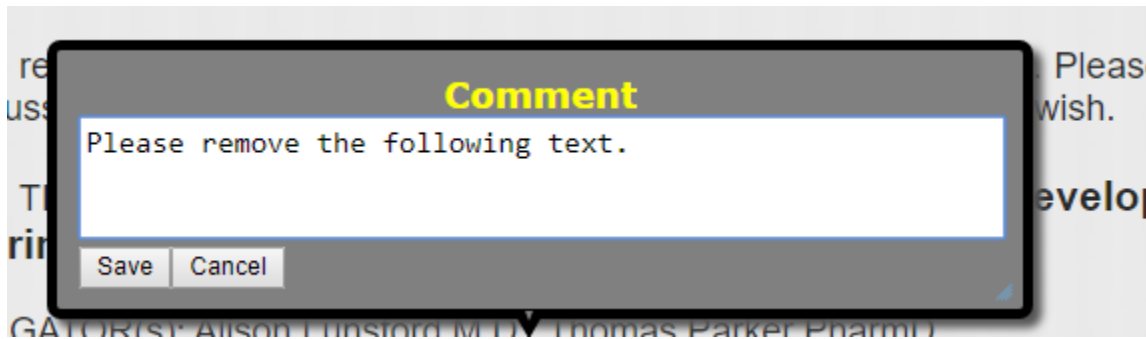
The main content area displays the document text. The first line is "blablabla". The second line is "PARENTAL PERMISSION FOR MY CHILD TO TAKE PART IN A RESEARCH STUDY Signed copy to be provided to subject or authorized representative". The third line is "This is a research study for subjects who voluntarily choose to take part. Please take your time to make a decision, and discuss the study with your personal doctor, family and friends if you wish." The fourth line is "STUDY TITLE: TrialNet Natural History Study of the Development of Type 1 Diabetes: Monitoring". The fifth line is "INVESTIGATOR(s): Alison Lunsford M.D., Thomas Parker PharmD". The sixth line is "CONTACT TELEPHONE NUMBERS: Dr. Alison Lunsford at 806-414-9799".

At the bottom of the document area, there is a navigation bar with "Previous Next" buttons, "Reply" and "Delete" buttons, and a "Click to collapse Comments Panel" button with a dropdown arrow.

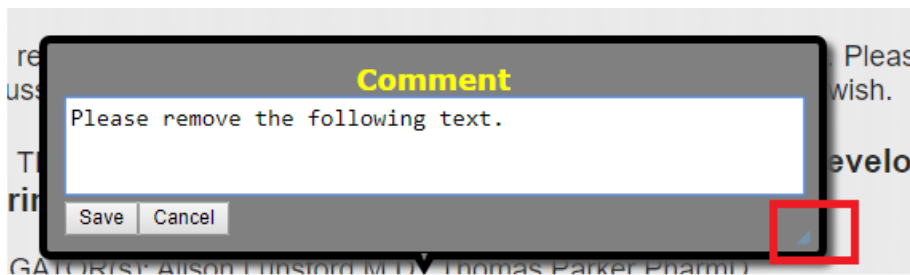
Highlight text:

This screenshot is similar to the previous one, but it shows a comment popup window overlaid on the document text. The popup window has a title "Comment" and a text input field containing "Please remove the following text." Below the input field are "Save" and "Cancel" buttons. The background of the document area is greyed out, and the highlighted text "PARENTAL PERMISSION FOR MY CHILD TO TAKE PART IN A RESEARCH STUDY Signed copy to be provided to subject or authorized representative" is visible behind the popup.

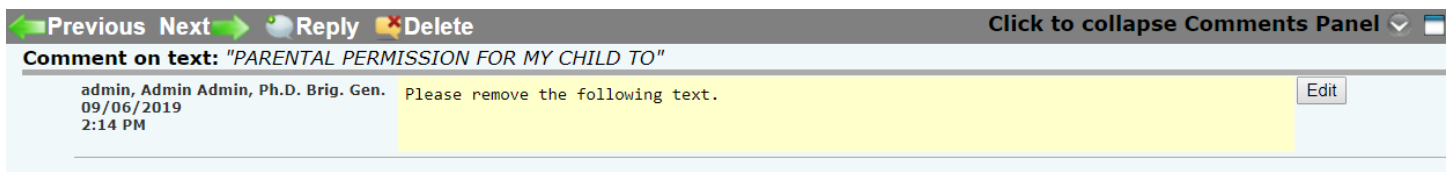
A popup will appear, and the background will grey out. Add your comment to the popup. You can move the comment box around on the page by clicking on the box and dragging it to the desired location.



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.

| | | | | | |
|---|---------------------------|--------------------------------------|---|-------------------------------|--------------------|
| Study Status: Pending - Submitted for I... | Ref Number: 020576 | IACUC Number: IACUC-2019-2164 | Viewing: Initial Review Submission Form Real (Version 1.0) | Highlight Mode: ON OFF | Close Panel |
|---|---------------------------|--------------------------------------|---|-------------------------------|--------------------|

| | |
|--|---|
| <p>Submission Components</p> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Submission Form(s) <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Application <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Consent Master(s) <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Consent Form(s) <li style="background-color: #0056b3; color: white; padding: 2px 5px; margin-bottom: 2px;">Document(s) <p>Document 1032 1 (Version 1.1) </p> <p>trt (Version 4.0) </p> <p>t1 (Version 1.1) </p> <p>Big_File (Version 2.0) </p> <p style="background-color: #e0e0e0;">withhandf (Version 3.1) </p> | <p style="text-align: center;">PARENTAL PERMISSION FOR MY CHILD TO TAKE PART IN A RESEARCH STUDY Signed copy to be provided to subject or authorized representative</p> <p>This is a research study for subjects who voluntarily choose to take part. Please take your time to make a decision, and discuss the study with your personal doctor, family and friends if you wish.</p> <p>STUDY TITLE: TrialNet Natural History Study of the Development of Type 1 Diabetes: Monitoring</p> <p>INVESTIGATOR(s): Alison Lunsford M.D., Thomas Parker PharmD</p> <p>CONTACT TELEPHONE NUMBERS: Dr. Alison Lunsford at 806-414-9799 INSTITUTION: Texas Tech University Health Sciences Center School of Medicine</p> <p>1. Why is this study being done? Your child is being asked to continue as a research volunteer in the TrialNet Natural History Study of the Development of Type 1 Diabetes. As you know, TrialNet is an international research group dedicated to the study, prevention and early treatment of type 1 diabetes. The study will help us learn more about how type 1 diabetes occurs. In addition, the study will help us identify people who may be eligible for prevention trials.</p> <p>Your child recently participated in TrialNet Natural History Screening. If your child was found to have autoantibodies in Screening, he/she may be more likely to develop type 1 diabetes than other people. The Monitoring part of the TrialNet Natural History Study offers follow-up visits for people who are at risk for type 1 diabetes. We are also seeking some people without autoantibodies to take part in Monitoring to help us better understand diabetes.</p> |
|--|---|

Previous **Next** **Reply** **Delete** **Click to collapse Comments Panel**

Comment on text: "PARENTAL PERMISSION FOR MY CHILD TO"

| | | |
|---|-----------------------------------|-------------------------------------|
| admin, Admin Admin, Ph.D. Brig. Gen. 09/06/2019 2:14 PM | Please remove the following text. | <input type="button" value="Edit"/> |
|---|-----------------------------------|-------------------------------------|

Comment on text: " 1. Why is this study being done?"

| | | |
|---|----------|-------------------------------------|
| admin, Admin Admin, Ph.D. Brig. Gen. 09/06/2019 2:17 PM | Comment. | <input type="button" value="Edit"/> |
|---|----------|-------------------------------------|

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.

Previous **Next** **Reply** **Delete** **Click to collapse Comments Panel**

Comment on text: "PARENTAL PERMISSION FOR MY CHILD TO"

| | | |
|---|-----------------------------------|-------------------------------------|
| admin, Admin Admin, Ph.D. Brig. Gen. 09/06/2019 2:14 PM | Please remove the following text. | <input type="button" value="Edit"/> |
|---|-----------------------------------|-------------------------------------|

Comment on text: " 1. Why is this study being done?"

| | | |
|---|----------|-------------------------------------|
| admin, Admin Admin, Ph.D. Brig. Gen. 09/06/2019 2:17 PM | Comment. | <input type="button" value="Edit"/> |
|---|----------|-------------------------------------|

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

← Previous Next → Reply Delete Click to collapse Comments Panel

Comment on text: "PARENTAL PERMISSION FOR MY CHILD TO"

admin, Admin Admin, Ph.D. Brig. Gen. 09/06/2019 2:14 PM Please remove the following text. Edit

Comment on text: " 1. Why is this study being done?"

admin, Admin Admin, Ph.D. Brig. Gen. 09/06/2019 2:17 PM Comment. Edit

admin, Admin Admin, Ph.D. Brig. Gen. 09/06/2019 2:18 PM Save Delete

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.

My Workspaces ▾ IRB **Reviewer Dashboard** ← Back

| Switch View | Open | Task Type | Received | Tasks |
|---|------|-------------------------------------|-------------------------|---|
| <ul style="list-style-type: none"> Task List Internal Submission Routing Upcoming Committee Meeting September 09, 2019 September 12, 2019 @ 04:00 PM September 16, 2019 September 23, 2019 September 26, 2019 @ 04:00 PM | | Internal Submission Routing Signoff | 08/16/2019 09:20 AM PDT | <p>Barbar Smith has been assigned to Administratively review the submission, assigned by John Inves.</p> <p>Study Title: UV rays Principal Investigator : admin, Admin Admin, Ph.D. Brig. Gen. Submission Type: Initial Review Submission Form Real Reference Number: 022190 IRB Number: IRB-19-5787</p> |

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.

The name of the individual that has been assigned the task will display in the task section.

Tasks

Barbar Smith has been assigned to Administratively review the submission, assigned by John Inves.

Study Title: UV rays
 Principal Investigator : admin, Admin Admin, Ph.D. Brig. Gen.
 Submission Type: Initial Review Submission Form Real
 Reference Number: 022190
 IRB Number: IRB-19-5787

My Workspaces ▾

IRB Number: **IRB-19-5787**
 Alias: sun
 PI: admin, Admin Admin, Ph.D. Brig. Gen.

IRB

Submission validation ⏪ Back

Protocol Items

Miscellaneous

Submission Forms

Additional Attached Forms

Ref Number: **022190**
 Study Status: Pending - Submitted for Initial Review

IRB Number: **IRB-19-5787**

Study Title: UV rays

| |
|---|
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Submission components: i </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Reviewer Assignment List: i </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Meeting Discussion: i </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Recommendations: i </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Stipulations: i </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Submission Outcome: i </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Outcome Letters: i </div> |
| <div style="display: flex; justify-content: space-between; align-items: center;"> ☰ Internal Submission Routing: i </div> |

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 : | | | | | |
| | Assignment comments | | | | | |
| | Assigned To | Assigned From | Role | Date Notified | Completed ? | Date Completed |
| | User comments | | | | | |
| Assignment Comments: | | | | | | |
| admin, Admin Admin, Ph.D. Brig. Gen. | | admin, Admin Admin, Ph.D. Brig. Gen. | | 08/16/2019 | Complete: <input checked="" type="radio"/> Yes <input type="radio"/> No User ID:: Admin Password:: ***** This Requires your electronic Signature. If Completed, Please enter your User ID & Password | |
| 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.

My Workspaces ▾
IACUC
Reviewer Dashboard Back

Switch View

Task List

Internal Submission Routing

Upcoming Committee Meeting

August 05, 2019

August 12, 2019

August 19, 2019

August 26, 2019

September 02, 2019

Past Committee Meeting

May 06, 2019

May 13, 2019

May 20, 2019

May 27, 2019

June 03, 2019

June 10, 2019

June 17, 2019

June 24, 2019

Agenda State: Draft 08/05/2019

Reviewer Notifications: Enabled

Items to be Reviewed at IACUC 2012 Meeting :

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

View File

Title

No documents have been associated with this agenda

Meeting Start Time: AM ▾

Meeting End Time: AM ▾

Meeting Chair: ▾

New Business - Protocol Applications - 0 Submissions
 0 Items for review in this category.

Designated Reviewer Group - 0 Submissions
 0 Items for review in this category.

The Past Committee Meetings area will display the past meeting date links for easy navigation. You can click on any of these dates to open the agenda for that meeting.

Reviewer Specific Tasks

All Tasks
Outstanding
Completed

Search

All Tasks

Study Tasks

Task List: Reviewer Assignment

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

| Click to open | Task Type | Received | Description |
|---------------|---------------------|----------------------------|---|
| | Reviewer Assignment | 04/18/2019 05:31 AM PDT | Schroeder, B.S. has been assigned as the Primary for a Board Review on 04/22/2019 on the Incoming Material Transfer Agreement |
| | Reviewer Assignment | 05/21/2019 05:35 AM PDT | Schroeder, B.S. has been assigned as the AWO Pre-Review for an Administrative Review on the Initial Review Submission Form |
| | Reviewer Assignment | 05/23/2019 08:30 AM PDT | Schroeder, B.S. has been assigned as the Secondary for an Administrative Review on the Initial Review Submission Form |

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

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.

Internal Submission Routing Signoff

All Tasks
Outstanding
Completed

Search

All Tasks

Study Tasks

Task List: Internal Submission Routing Signoff

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

| Click to open | Task Type | Received | Description |
|---------------|-------------------------------------|----------------------------|--|
| | Internal Submission Routing Signoff | 05/23/2019 08:41 AM PDT | Schroeder, B.S. has been assigned to Administratively review the submission. |

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

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.