



## COI ASSISTANT

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*Review Board Properties*

Version 11.02

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## COI Administration – Review Board Properties

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### Board Configuration Options

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

My Workspaces ▾ IRB **Setup Board Properties** [Back](#)

**RB Properties List** [Download Properties Script](#)

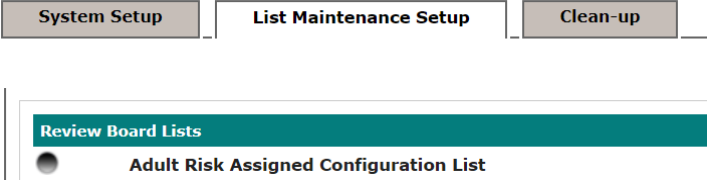
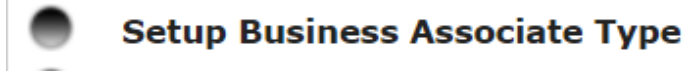

- Board Setup
- Document Processing
- Study Summary Info
- Submission Review Properties
- Consent Processing
- Reviewers
- Meeting Settings
- Security
- Multi-site Setup
- Recommendations and Stipulations
- Study Board Properties
- Amendments
- Submission Prereview Letter
- Submissions
- Notification
- Fee tracking
- Internal Routing
- Training

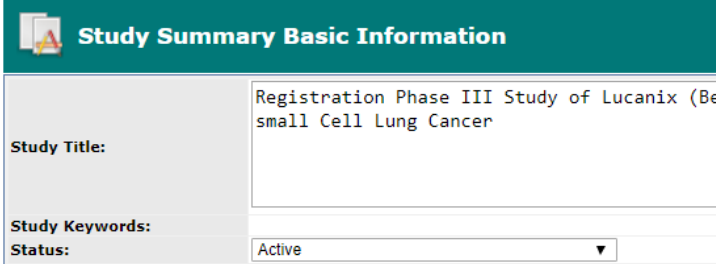
- Please click a property name on the left-hand side to read its content.
- When it is not read-only, you could edit the value of a property.
- Please save your change.






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


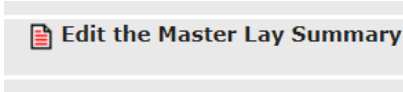
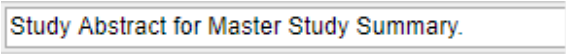
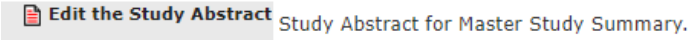
## Board Setup

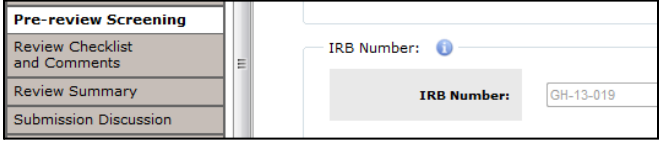
The following properties are related to general review board functionality.

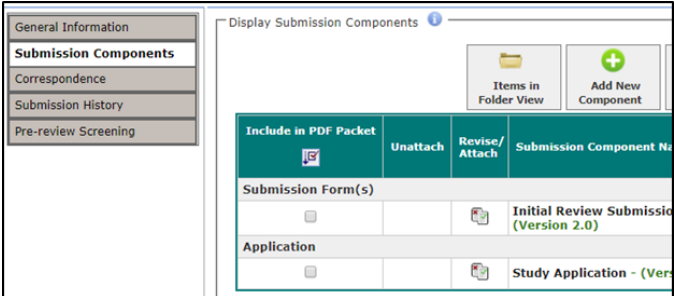
PROPERTY	DESCRIPTION
<p>rb.allow_adult_benefit_assigned_list</p>	<p>This property controls the appearance of the Adult Benefit Assigned Configuration List under Review Board Administration &gt; List Maintenance Setup. Note: If the Study Board Property rb.use_adult_benefit_assigned is set to No, the list will not appear regardless of this property setting.</p>  <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_adult_risk_assigned_list</p>	<p>This property controls the appearance of the Adult Risk Assigned Configuration List. Note: If the Study Board Property rb.use_adult_risk_assigned is set to No, the list will not appear regardless of this property setting.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_business_associate_list</p>	<p>This property controls the appearance of the Business Associate List.</p> 
<p>rb.allow_change_of_business_associate_type</p>	<p>This property controls the appearance of the Sponsor Type list.</p> 
<p>rb.allow_change_of_device_list</p>	<p>This property controls the appearance of the Device Configuration List.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_drug_list</p>	<p>This property controls the appearance of the Drug Configuration List.</p> <p><b>*This property does not apply to COI.</b></p>


<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>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 (through IRB Assistant).</p>  <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_status_list</p>	<p>This property controls the appearance of the Protocol Status Configuration List.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_child_risk_assigned_list</p>	<p>This property controls the appearance of the Pediatric Risk Assigned Configuration List. Note: If the Study Board Property rb.use_child_risk_assigned is set to No, the list will not appear regardless of this property setting.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_document_outcome_list</p>	<p>This property controls the appearance of the Protocol Document Outcome/Outcome Configuration List.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_issue_reporting_list</p>	<p>This property controls the appearance of the Issue Reporting Types list.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_regulatory_determination1_list</p>	<p>This property controls the appearance of the Regulatory Determination 1 List. Note: If the Study Board Property rb.use_regulatory_determination1 is set to No, the list will not appear regardless of this property setting.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.allow_regulatory_determination2_list</p>	<p>This property controls the appearance of the Regulatory Determination 2 List. Note: If the Study Board Property rb.use_regulatory_determination2 is set to No, the list will not appear regardless of this property setting.</p> <p><b>*This property does not apply to COI.</b></p>								
<p>rb.allow_review_outcome_list</p>	<p>This property controls the appearance of the Review Outcome/Outcome Configuration List.</p> <p> <b>Review Outcome/Outcome Configuration List</b></p>								
<p>rb.allow_reviewer_rank_list</p>	<p>This property controls the appearance of the Reviewer Rank Configuration List.</p> <p> <b>Reviewer Rank Configuration List</b></p>								
<p>rb.allow_risk_assigned_list</p>	<p>This property controls the appearance of the Risk Assigned Configuration List. Note: If the Study Board Property rb.use_risk_assigned is set to No, the list will not appear regardless of this property setting.</p> <p><b>*This property does not apply to COI.</b></p>								
<p>rb.allow_termination_reason_list</p>	<p>This property controls the appearance of the Termination Reason List.</p> <p><b>*This property does not apply to COI.</b></p>								
<p>rb.Auto_expire_exempt_protocols</p>	<p>If this property is set to Yes, then any study that is noted as Exempt will automatically change to the study status <b>Inactive – Administratively Closed</b> one year to the date of the IRB Expiration date.</p> <p>1 result(s) found...</p> <table border="1" data-bbox="776 1423 1523 1558"> <thead> <tr> <th>Open</th> <th>Study Status</th> <th>IRB Number</th> <th>IRB Expiration Date</th> </tr> </thead> <tbody> <tr> <td></td> <td>Inactive - Administratively Closed</td> <td>IRB-19-5592</td> <td>08/07/2018</td> </tr> </tbody> </table> <p><b>*This property does not apply to COI.</b></p>	Open	Study Status	IRB Number	IRB Expiration Date		Inactive - Administratively Closed	IRB-19-5592	08/07/2018
Open	Study Status	IRB Number	IRB Expiration Date						
	Inactive - Administratively Closed	IRB-19-5592	08/07/2018						

<p>rb.display_date_board_rec_column</p>	<p>If this property is set No, then the Date Board Received column will not display throughout the system.</p>  <p><b>*This property does not apply to COI.</b></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><b>*This property does not apply to COI.</b></p>
<p>rb.Master_Lay_Summary_Label</p>	<p>This property is a text field, and the value put into the field will display in the Master Lay Summary Label in the General Information tab of the submission.</p>  <p>In the submission, that text will display in this label.</p>  <p><b>*This property does not apply to COI.</b></p>
<p>rb.nofity_use_continuing_review_due</p>	<p>When this property is set to Yes, then the Continuing Review Notifications will be based off of the Continuing Review Due Dates set in the Outcome tab of a submission rather than the Review Board Expiration Date.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.number_of_days_to_lock_submission</p>	<p>The value entered here will determine the number of days that a non-System/Review Board Administrator will be able to unlock the submission after it has been marked as completed. Thereafter only System or Review Board Administrators will be able to lock/unlock the submission from the General Information tab.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.restrict_change_of_rb_number</p>	<p>This property will turn on or off the ability to modify the IRB Number field in the Pre-Review Screening tab.</p>  <p>To see the IRB Number field, rb.use_rb_number must be set to Yes. If rb.restrict_change_of_rb_number is also set to yes, the field will be grayed out. To modify the IRB Number, you would need to visit the Study Summary Profile page.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.restrict_user_training_to_board_member</p>	<p>When this property is turned on, the system will display all training records for board members attached to the board. If this property is turn off, then the system will display all training records for all the user setup in the iMedRIS system.</p> <p><b>*This property does not apply to COI.</b></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, saying “Not for Clinicians Use”.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_auto_expiration</p>	<p>Automatically expires a study when the IRB expiration date arrives if this property is set to Yes.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_auto_select_PI_and_Contact</p>	<p>The Principal Investigator and Study Contact will automatically be selected as recipients in Correspondence or an Outcome Letter generated within a submission when this property is set to Yes.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_bundle_to_external_source</p>	<p>This property will turn on the ability to check off submission components to include in an email 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 email will only send if indicated. The workflow step is “Send E-mail with Selected Components (Selected in Review Board).”</p> <p>In 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, you can 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 will not be available.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_continuing_review_notif_when_full_renewal</p>	<p>If your review board is using Full Renewal Expiration for studies, you can turn this property to Yes to send the Continuing Review Notifications on the Full Renewal date for the study.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_create_study</p>	<p>Displays the Add a new Study menu group in the RB assistant  <i>*If this property is set to Yes, you will need to also turn on the functionality in the Role Matrix for roles on the board.</i></p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_duplicate_rb_number</p>	<p>This property will allow you to specify that IRB numbers for studies be unique.</p> <p>If this property is No, the system will not allow you to enter a duplicate IRB number on the Study Summary Profile page or the Pre-Review Screening tab when rb.use_rb_number is set to Yes.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_full_expiration_calculation</p>	<p>When this property is turned on, calculation which allows users with board administration access to modify the way the system calculates the study expiration date, was created within Review Board Administration &gt; Board Configuration Options &gt; Board Setup for all iRIS modules.</p> <p>When the rb.use_full_expiration_calculation property is set to "Yes", the system will set the study expiration date to the exact date of the expiration of the study, and the study will expire right when the next date begins. For example, if the Submission Approval date is set to 07/09/2018, and a annual review cycle is selected, the system will set the "IRB Expiration Date/Status Check Due Date" at 7/9/2019.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_rb_number</p>	<p>This property will turn on or off the IRB Number field in the Pre-Review Screening tab.</p>  <p>If it is set to Yes, the IRB Number field will populate.</p> <p><b>*This property does not apply to COI.</b></p>

rb.use_revise_last_approved_app_on_change_personnel	<p>When this property is set to “Yes”, and there is a change in KSP and the board approves the KSP change, a new version of the application is created to reflect the newly updated KSP. When this property is set to “No”, a new version of the application will not be created when the board approves KSP.</p> <p><b>*This property does not apply to COI.</b></p>
rb.use_sticky_filters	<p>When this property is set to “Yes” the applied filters even after the user leaves the RB Submissions page will remain. It also affects other areas of the system like the Analyst Dashboard. When the analyst leaves the analyst dashboard page and then returns, the filters will still be applied.</p>

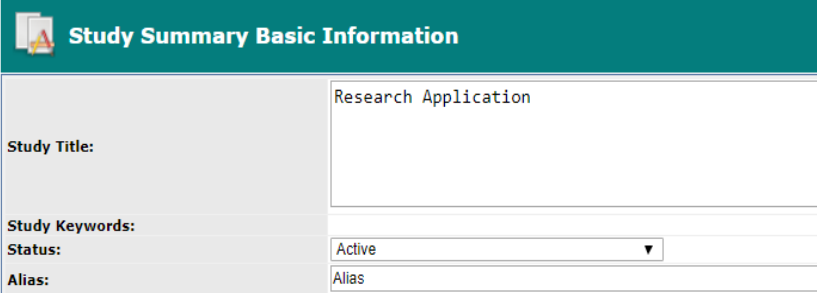
### Study Summary Info

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.

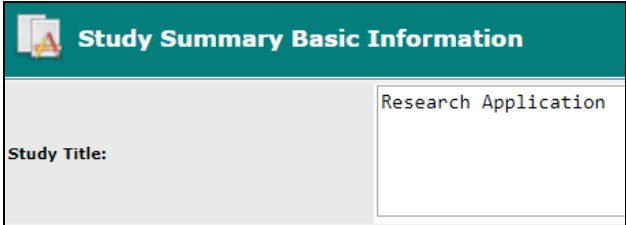
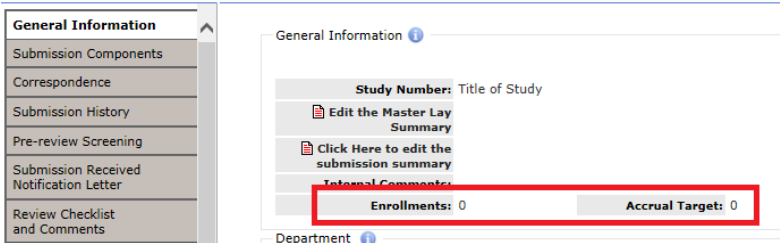
The properties in this list that begin with ‘rb.allow\_change\_of’ allow the review board to modify that particular field within the Study Profile (you must also have the corresponding ‘rb.use\_’ property turned on for this functionality).

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	<p>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)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_fda_regulated	<p>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)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_ind_ide	<p>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)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_project_proposal_number	<p>Setting this property to Yes allows the review board to change the project proposal number field, (rb.use_project_number must be on)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_accrual_ceiling	<p>Setting this property to Yes allows the review board to change the study accrual ceiling. (rb.use_study_accrual_ceiling must be on)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_accrual_target	<p>Setting this property to Yes allows the review board to change the study accrual target. (rb.use_study_accrual_target property must be on)</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.allow_change_of_study_alias</p>	<p>Allows the review board to change the Study Alias. *Note: 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><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_blinding_method</p>	<p>Setting this property to Yes allows the review board to change the study’s blinding method. (rb.use_study_blinding_method must be on)</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_classification</p>	<p>Setting this property to Yes allows the review board to change the study classification (rb.use_study_classification must be on)</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_coordinating_number</p>	<p>Setting this property to Yes allows the review board to change the study coordinating number. (rb.use_study_coordinating_number must be on)</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_ctep_number</p>	<p>Setting this property to Yes allows the review board to change the study CTEP number. (rb.use_study_ctep_number must be on)</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_current_enrollment</p>	<p>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)</p> <p><b>*This property does not apply to COI.</b></p>

rb.allow_change_of_study_finance_role	<p>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)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_keywords	<p>Setting this property to Yes allows the review board to change the study keywords. (rb.use_study_keywords must be on)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_peds_category	<p>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)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_phase	<p>Setting this property to Yes allows the review board to change the phase of the study. (rb.use_study_phase must be on)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_project_number	<p>Setting this property to Yes allows the review board to change the study's project number. (rb.use_project_number property must be on)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_radiation_use	<p>Setting this property to Yes allows the review board to change the radiation use of the study. (rb.use_study_radiation_use must be on)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_research_type	<p>Setting this property to Yes allows the review board to change the study's research type. (rb.use_study_research_type must be on)</p> <p><b>*This property does not apply to COI.</b></p>
rb.allow_change_of_study_storage_code	<p>Setting this property to Yes allows the review board to change the study storage code. (rb.use_study_storage_code must be on)</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.allow_change_of_study_therapeutic_area</p>	<p>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)</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_title</p>	<p>Setting this property to Yes allows the review board to change the study title.</p>  <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_change_of_study_va_number</p>	<p>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> <p><b>*This property does not apply to COI.</b></p>
<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><b>*This property does not apply to COI.</b></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: This does not require the study to attach a consent form to a submission, but is used for reporting purposes.</p> <div data-bbox="706 453 1281 506" style="border: 1px solid black; padding: 5px;"> <p><b>Consent Form Required:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p><b>*This property does not apply to COI.</b></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> <div data-bbox="706 785 1403 833" style="border: 1px solid black; padding: 5px;"> <p><b>CT Indicator:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p><b>*This property does not apply to COI.</b></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><b>*This property does not apply to COI.</b></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><b>*This property does not apply to COI.</b></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> <div data-bbox="706 1457 1507 1509" style="border: 1px solid black; padding: 5px;"> <p><b>Federally Funded:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_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> <div data-bbox="706 369 1398 449" style="border: 1px solid black; padding: 5px;"> <p><b>Final Meeting Date:</b> <input type="text"/> </p> </div> <p><b>*This property does not apply to COI.</b></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.</p> <div data-bbox="706 726 1398 806" style="border: 1px solid black; padding: 5px;"> <p><b>First Meeting Date:</b> <input type="text"/> </p> </div> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_genetic_testing</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 Genetic Testing is used on this study.</p> <div data-bbox="706 1083 1500 1140" style="border: 1px solid black; padding: 5px;"> <p><b>Genetic Testing Indicator:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_ind_ide</p>	<p>Displays a Yes/No label in the Study Profile indicating if the study uses an IND/IDE.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_PHI_disclosed</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 the study is PHI-disclosed or not.</p> <div data-bbox="706 1608 1479 1665" style="border: 1px solid black; padding: 5px;"> <p><b>PHI Disclosed:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p><b>*This property does not apply to COI.</b></p>









<p>rb.use_pi_initiated</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 the study is PI-initiated or not.</p> <div data-bbox="704 369 1495 432" style="border: 1px solid black; padding: 5px;"> <p><b>PI Initiated:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_project_number</p>	<p>Displays the project number of the study. *Note: The system must be set up to use the Project Number in iRIS in order for this field to display on the page. The property system.use_study_project_number must be set to Yes under System Administration &gt; System Configuration &gt; Study Default Settings in addition to the property described here being set to Yes.</p> <div data-bbox="704 831 1237 873" style="border: 1px solid black; padding: 5px;"> <p><b>Project Number:</b> 20121</p> </div> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_accrual_ceiling</p>	<p>Displays the study’s accrual ceiling.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_accrual_target</p>	<p>Displays the study’s accrual target.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_blinding_method</p>	<p>Displays the study’s blinding method.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_study_classification</p>	<p>Displays the study classification.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_study_coordinating_number</p>	<p>Displays the study coordinating number.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_study_ctep_number</p>	<p>Displays the study’s CTEP number.</p> <p><b>*This property does not apply to COI.</b></p>

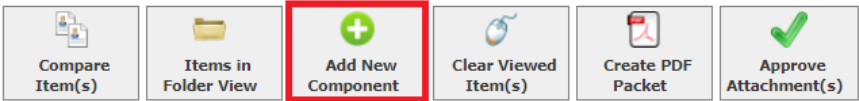
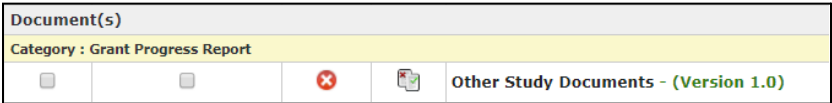
rb.use_study_current_enrollment	Displays the current subject enrollment in the study. <b>*This property does not apply to COI.</b>
rb.use_study_enrollment	Displays the number of subjects enrolled in the study. The number displayed here will populate with the actual number of subject records enrolled on the study if using Subject Management. <b>*This property is not applicable unless using Subject Management.</b> <b>*This property does not apply to COI.</b>
rb.use_study_finance_role	Displays the study finance role field. <b>*This property does not apply to COI.</b>
rb.use_study_keywords	Displays the study keywords. <b>*This property does not apply to COI.</b>
rb.use_study_peds_category	Displays the pediatrics category associated with the study. <b>*This property does not apply to COI.</b>
rb.use_study_phase	Displays the phase of the study. <b>*This property does not apply to COI.</b>
rb.use_study_radiation_use	Displays the radiation use field. <b>*This property does not apply to COI.</b>
rb.use_study_research_type	Displays the research type of the study. <b>*This property does not apply to COI.</b>
rb.use_study_storage_code	Displays the storage code of the study. <b>*This property does not apply to COI.</b>
rb.use_therapeutic_area	Displays the therapeutic area associated with the study. <b>*This property does not apply to COI.</b>


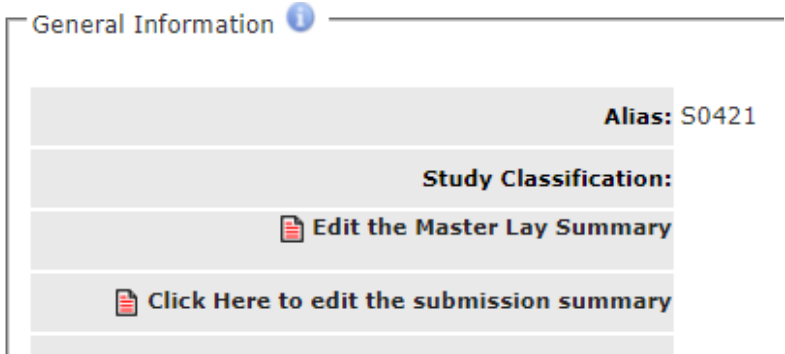
rb.use_study_va_number	Displays the study’s VA Number.  <b>*This property does not apply to COI.</b>
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### Submission Review Properties

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


PROPERTY	DESCRIPTION																									
rb.allow_submission_component_revise	<p>Setting Yes to this property controls the appearance of the Revise/Attach column in the table of Submission Components on the Submission Components/Submission Complete tabs of a submission.</p> <table border="1" data-bbox="630 856 1422 1073"> <thead> <tr> <th>Compare</th> <th>Include in PDF Packet</th> <th>Unattach</th> <th>Revise/Attach</th> <th>Submission Component Name - Version</th> </tr> </thead> <tbody> <tr> <td colspan="5">Submission Form(s)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Initial Review Submission Form - (Version 1.0)</td> </tr> <tr> <td colspan="5">Application</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> <td>Study Application - (Version 1.0)</td> </tr> </tbody> </table> <p>The  icon in this column indicates that no new versions are available from the study team, but that the icon can be clicked to create a revision of that particular submission component.</p> <div data-bbox="704 1304 1247 1482" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>iris-qa1 says</p> <p>Confirm the Revise.</p> <p>Are you sure you want to revise this item from the submission? A new revision will be created as part of the submission.</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>An  icon in this column indicates that a new version of a submission component has been created from the study side. Click the icon to attach the new version to the submission.</p> <p><b>*This property does not apply to COI.</b></p>	Compare	Include in PDF Packet	Unattach	Revise/Attach	Submission Component Name - Version	Submission Form(s)					<input type="checkbox"/>	<input type="checkbox"/>			Initial Review Submission Form - (Version 1.0)	Application					<input type="checkbox"/>	<input type="checkbox"/>			Study Application - (Version 1.0)
Compare	Include in PDF Packet	Unattach	Revise/Attach	Submission Component Name - Version																						
Submission Form(s)																										
<input type="checkbox"/>	<input type="checkbox"/>			Initial Review Submission Form - (Version 1.0)																						
Application																										
<input type="checkbox"/>	<input type="checkbox"/>			Study Application - (Version 1.0)																						

<p>rb.allow_submission_doc_add</p>	<p>This property will allow you to attach a Consent form or other Study Document to a submission in the Submission Components tab.</p>  <p>When this property is set to No, the Add New Component button will not appear on the page.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.allow_submission_doc_delete</p>	<p>This property will allow you to remove a document from a submission in the Submission Components tab. When this property is on, then the user will be able to detach certain attachments from the submission by clicking the red X next to the item.</p>  <p>When the property is set to No, the Unattached column will not display, and you will not be able to detach documents.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.auto_assign_analyst_on_response</p>	<p>When this property is set to Yes, then the Assigned Analyst that was previously assigned to a submission that was returned for corrections will automatically be 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 will be effective.</p> <p><b>*This property does not apply to COI.</b></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 will display.</p>  <p>When this property is set to No, the Master Lay Summary will not display in the General Information tab.</p> <p><b>*This property does not apply to COI.</b></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 will display.</p>  <p>When this property is set to No, the Submission Summary will not display in the General Information tab.</p> <p><b>*This property does not apply to COI.</b></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><b>*This property does not apply to COI.</b></p>

<p>rb.send_expiring_study_notification_to_PI_contact</p>	<p>When this property is set to yes, the Expiring Study Notification will also be sent to the PI/Study Contact. If the property is set to “No”, then it will be sent to the assigned analyst. If there is no analyst assigned, the notification will be sent to the coordinator(s).</p> <p><b>*This property does not apply to COI.</b></p>
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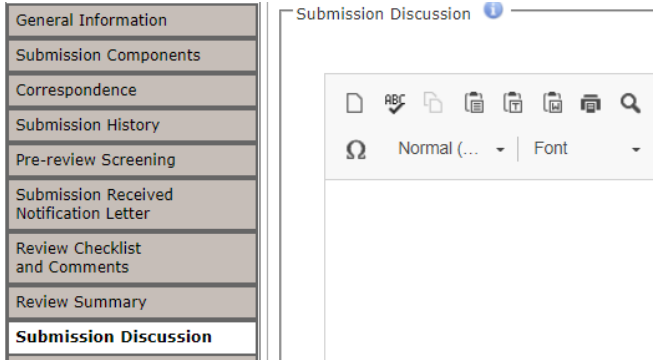
<p>rb.use_agenda_state</p>	<p>This property determines if the agenda state will be displayed at the top of the meeting agenda screen.</p> <p>If this property is set to Yes, the Agenda State and Reviewer Notifications will be displayed.</p> <div data-bbox="646 436 1453 577" style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>My Workspaces ▾ Conflict of Interest <b>Meeting Agenda</b></p> <p>Agenda State: Draft                      Reviewer Notifications: Disabled ◀ 09/06/2019 ▶</p> <p>Items to be Reviewed at Conflict of Interest Assistant Meeting :</p> </div> <p>If this is set to No, the Agenda State and Reviewer Notifications will not be displayed.</p>
<p>rb.use_autocal_expiration</p>	<p>Use this property to control when the IRB 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 IRB Expiration Date will populate with a date.</p> <p>If this property is set to No, the IRB Expiration date will not automatically populate with a date.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_coord_view_all_comments</p>	<p>This property will allow your IRB analyst to share comments with all reviewers conducting a review. This property works together with 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> <div data-bbox="862 1394 1240 1432" style="border: 1px solid #ccc; padding: 2px; text-align: center; margin: 10px auto; width: fit-content;"> <p>Add Comments for All Reviewers</p> </div> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_expiration_calculation_restriction</p>	<p>When approving a submission, this property will allow you to restrict setting a study expiration date 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 an Initial Review or Continuing Review, the Review Cycle and IRB Expiration Date will be grayed out.</p> <div data-bbox="581 478 1485 787" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p><b>IRB of Record:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Please Select the Type of Review Notification that Must be Sent:</b> <input type="text" value="Email with Home Screen Task and Continuing Review"/></p> <p><b>IRB Initial Approval:</b> <input type="text" value="08/08/2019"/> </p> <p><b>Review Cycle:</b> <input type="text" value="--none--"/></p> <p><b>IRB Expiration Date:</b> <input type="text"/> <input type="button" value="Calculate Date"/></p> </div> <p>If the property is set to No, you will have the ability to set the Review Cycle and IRB Expiration Date for any submission you are approving.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_expiration_calculation_restriction_initial_review_only</p>	<p>When approving a submission, this property will allow you to restrict setting a study expiration date to only Initial Reviews.</p> <p>If this property is set to Yes and you are setting Outcome information for a submission that is not an Initial Review, the Review Cycle and IRB Expiration Date will be grayed out.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_meeting_approval_date</p>	<p>Setting this property to Yes will enable a Meeting Approval Date in the Outcome tab.</p> <div data-bbox="657 325 1323 661" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>IRB Review Outcome <span style="float: right;">i</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><b>Review Outcome:</b></td> <td><input type="text" value="Approved"/></td> </tr> <tr> <td><b>Additional information required:</b></td> <td>No</td> </tr> <tr> <td><b>Submission Approval:</b></td> <td><input type="text" value="07/08/2019"/> </td> </tr> <tr> <td><b>Meeting Approval Date:</b></td> <td><input type="text" value="07/08/2019"/> </td> </tr> </table> </div> <p>The Meeting Approval Date will allow you to specify an approval date that is different than the actual approval date for the submission. Using the Meeting Approval Date will cause the IRB Expiration Date to calculate based off of this field as opposed to the Submission Approval Date.</p> <p><b>*This property does not apply to COI.</b></p>	<b>Review Outcome:</b>	<input type="text" value="Approved"/>	<b>Additional information required:</b>	No	<b>Submission Approval:</b>	<input type="text" value="07/08/2019"/>	<b>Meeting Approval Date:</b>	<input type="text" value="07/08/2019"/>																												
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<p>rb.use_meeting_vote_summary</p>	<p>This property determines whether anonymous voting will be used for meetings.</p> <p>If this property is set to Yes, anonymous voting will be used.</p> <div data-bbox="657 1155 1437 1428" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>My Workspaces <input checked="" type="checkbox"/> Conflict of Interest <b>Meeting Motion</b> <span style="float: right;">Ad</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Number</th> <th style="width: 35%;">Vote Type</th> <th style="width: 60%;">Comments</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="0"/></td> <td>For</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="1"/></td> <td>Absent</td> <td><input type="text" value="2"/></td> </tr> <tr> <td><input type="text" value="2"/></td> <td>Against</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="0"/></td> <td>Abstain</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="2"/></td> <td>Conflict of Interest</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="0"/></td> <td>Not present for Vote</td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p>If this property is set to No, anonymous voting will not be used in meetings.</p> <div data-bbox="682 1543 1412 1816" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>My Workspaces <input checked="" type="checkbox"/> Conflict of Interest <b>Meeting Motion</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Vote</th> <th style="width: 50%;">Member Name</th> <th style="width: 30%;">Gender</th> </tr> </thead> <tbody> <tr> <td>--none--</td> <td>Administrator</td> <td></td> </tr> <tr> <td colspan="3">Comments: <input type="text"/></td> </tr> <tr> <td>--none--</td> <td>Reviewer, COI</td> <td>Female</td> </tr> <tr> <td colspan="3">Comments: <input type="text"/></td> </tr> </tbody> </table> </div>	Number	Vote Type	Comments	<input type="text" value="0"/>	For	<input type="text"/>	<input type="text" value="1"/>	Absent	<input type="text" value="2"/>	<input type="text" value="2"/>	Against	<input type="text"/>	<input type="text" value="0"/>	Abstain	<input type="text"/>	<input type="text" value="2"/>	Conflict of Interest	<input type="text"/>	<input type="text" value="0"/>	Not present for Vote	<input type="text"/>	Vote	Member Name	Gender	--none--	Administrator		Comments: <input type="text"/>			--none--	Reviewer, COI	Female	Comments: <input type="text"/>		
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<p>rb.use_meetings</p>	<p>This property turns Off/On meeting functionality.</p> <p>If this property is set to Yes, then the Review Board will be able to conduct meetings within iRIS.</p> <div data-bbox="917 394 1182 573" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Meeting Manager</p> <p>Meeting Agenda</p> <p>Meeting Minutes</p> <p>Meeting Availability</p> </div> <p>If this property is set to No, meeting functionality will be turned off. If you turn this property off, you will need to open the Define Role Access matrix, save it, log out, and then log back in to make the changes effective in the system. Additionally, when the property is turned back on, you will need to return to the Review Board Define Role Access matrix and grant access to the meeting options in iRIS again.</p>				
<p>rb.use_member_checklist</p>	<p>This property turns On/Off the Member Checklist functionality in the Review Checklist and Comments tab. If this property is set to No, the member checklist will be turned off.</p> <p>If this property is set to Yes, then the Review Board will be able to use the member checklist, and the Add Member Checklist button will appear at the top of the Review Checklist and Comments tab, allowing members to create and complete a checklist.</p> <div data-bbox="581 1245 1430 1367" style="border: 2px solid yellow; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th style="width: 10%; text-align: left;">Delete</th> <th style="text-align: left;">Members Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;"> </td> <td style="vertical-align: middle;">  A., Administrator Admin.                 </td> </tr> </tbody> </table> </div>	Delete	Members Name		A., Administrator Admin.
Delete	Members Name				
	A., Administrator Admin.				
<p>rb.use_member_comments</p>	<p>This property turns On/Off the Member Comments functionality in the Review Checklist and Comments tab. If the property is set to No, this feature will be turned off.</p> <p>If the property is set to Yes, board members can add comments using the Add Member Comments button.</p> <div data-bbox="656 1682 1443 1776" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle;"> </td> <td style="width: 40%; vertical-align: middle;">                 A., Administrator Admin.             </td> <td style="width: 50%; border: 1px solid #008080; padding: 2px;">                 Submission Comments             </td> </tr> </table> </div>		A., Administrator Admin.	Submission Comments	
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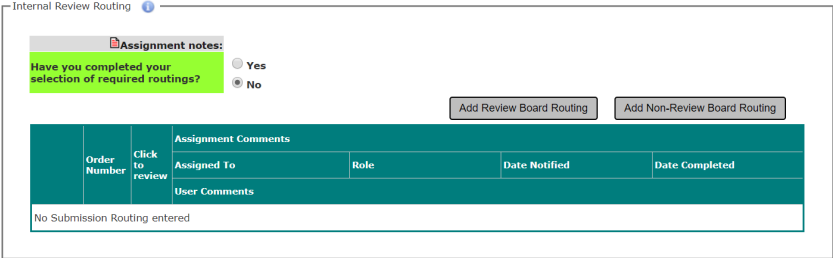
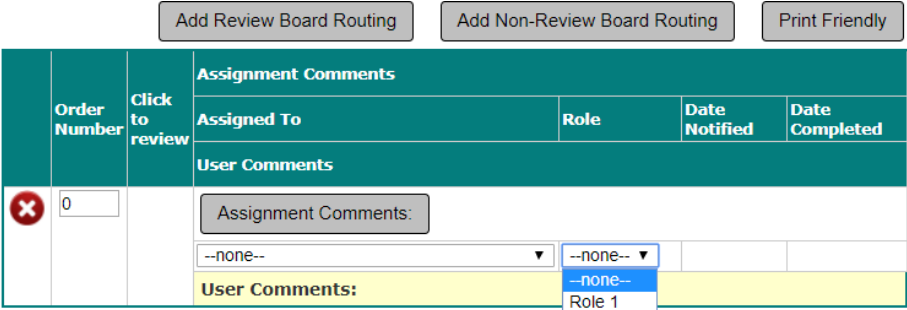
<p>rb.use_nonhuman_subject_research</p>	<p>This property turns on and off the appearance of the Non-Human Subject Research (NHSR) flag on the Outcome tab.</p> <div data-bbox="748 331 1282 409" style="text-align: center;"> <p><b>Non-Human Subject Research (NHSR) :</b> <input type="radio"/> Yes <input type="radio"/> No</p> </div> <p><b>*This property does not apply to COI.</b></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> <div data-bbox="859 793 1235 1079" style="text-align: center;"> </div>
<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> <div data-bbox="638 1289 1463 1392" style="text-align: center;"> </div>
<p>rb.use_require_meeting_date_for_board_review</p>	<p>When this property is set to Yes, the review board has the ability to indicate whether the meeting date when selecting a Full Committee Review is a required field in for the Review Process.</p> <div data-bbox="659 1598 1438 1682" style="text-align: center;"> </div>

<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 on, then there will appear an icon next to each question in the form that the reviewer can click to 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 off, then 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><b>*This property does not apply to COI.</b></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 <b>No</b>, 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><b>*This property does not apply to COI.</b></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><b>*This property does not apply to COI.</b></p>

<p>rb.use_review_recommendations</p>	<p>This property controls the appearance of the Recommendation tab in the Submission Processing screens.</p> <p><b>*This property does not apply to COI.</b></p>												
<p>rb.use_review_stipulations</p>	<p>This property controls the appearance of the Stipulations tab in the Submission Processing screens.</p> <p><b>*This property does not apply to COI.</b></p>												
<p>rb.use_review_summary</p>	<p>This property controls the Review Summary tab in the Submission Processing screens.</p> <p><b>*This property does not apply to COI.</b></p>												
<p>rb.use_reviewer</p>	<p>When this property is turned on and the Review Assignment is set for a Submission, then a field will populate below the Review Process that allows you to add a reviewer. When this property is off, then this field will not populate. Turning this property off will also disable functionality in the Review Checklist and Comments page. You will not be able to see the Reviewer Checklist table on this screen.</p> <div style="text-align: right; margin-bottom: 10px;"> <span>Add Previous Reviewers</span> <span>Add Reviewer</span> <span>View Reviewers Workload</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th>Reviewer Role</th> <th>Reviewer</th> <th>Completed ?</th> <th>Date Notified</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; padding: 5px;">No Reviewers have been assigned to this submission.</td> </tr> </tbody> </table>	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed	No Reviewers have been assigned to this submission.						
Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed									
No Reviewers have been assigned to this submission.													
<p>rb.use_reviewer_coi_flag</p>	<p>This property controls the appearance of the “Has COI?” column in the table of reviewers on the Pre-Review Screening tab. The column will display “Yes” when an assigned reviewer either has a reported conflict of interest with the study’s sponsor or is key study personnel.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008080; color: white;"> <th>Reviewer Role</th> <th>Reviewer</th> <th>Completed ?</th> <th>Has COI?</th> <th>Date Notified</th> <th>Date Completed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> Primary</td> <td>Analyst, Analyst</td> <td style="text-align: center;">No</td> <td style="background-color: #008000; color: white; text-align: center;">No</td> <td style="text-align: center;">07/08/2019</td> <td></td> </tr> </tbody> </table>	Reviewer Role	Reviewer	Completed ?	Has COI?	Date Notified	Date Completed	Primary	Analyst, Analyst	No	No	07/08/2019	
Reviewer Role	Reviewer	Completed ?	Has COI?	Date Notified	Date Completed								
Primary	Analyst, Analyst	No	No	07/08/2019									

<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 mean that a submission will be assigned to a committee within the review board instead of the entire review board. If a submission is assigned to a committee, none of the other committees within the board will 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 Submissions 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 will indicate which committee they are in. 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> <div data-bbox="662 886 1435 1083" data-label="Image"> <p>The screenshot shows a navigation menu titled 'Review Board Workspace'. The menu items are: 'IRB Assistant' (highlighted in light blue), 'IRB Assistant Workspace', 'Select the Committee', 'Find a Study', and 'Committee Submissions' (highlighted in light blue). A right-pointing arrow is visible next to 'IRB Assistant'.</p> </div> <p>If the property is set to No, the committees are related to one review board and work as one Submissions queue.</p> <div data-bbox="654 1234 1442 1419" data-label="Image"> <p>The screenshot shows a navigation menu titled 'Review Board Workspace' with a gear icon in the top right corner. The menu items are: 'IRB Assistant' (highlighted in light blue), 'IRB Assistant Workspace', 'Select the Committee', 'Find a Study', and 'Submissions' (highlighted in light blue). A right-pointing arrow is visible next to 'IRB Assistant'.</p> </div>
<p>rb.use_submission_letters</p>	<p>This property turns on/Off the review boards Submission Received Notification Letter section in the Submission Processing screens. If this property is set to Yes, the Submission Received Notification Letter tab will be turned on. If this property is set to No, the Submission Received Notification Letter tab will be turned off.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_submission_outstanding_board_tasks</p>	<p>When this property is set to Yes, the Outstanding Board Tasks tab will be displayed on the submissions page. When selected, it will show all outstanding board submission tasks.</p> <p><b>*This property does not apply to COI.</b></p>																																																									
<p>rb.use_submission_vote_summary</p>	<p>This property controls whether voting for a Submission will be anonymous.</p> <p>If this property is set to Yes, anonymous voting will be used.</p> <div data-bbox="581 590 1529 856" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="3">Meeting Motion</th> </tr> </thead> <tbody> <tr> <td colspan="3">Meeting Minutes Approval for the IACUC 2012 meeting held on April 29, 2019</td> </tr> <tr> <th>Number</th> <th>Vote Type</th> <th>Comments</th> </tr> <tr> <td><input type="text" value="0"/></td> <td>For</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="0"/></td> <td>Absent</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="0"/></td> <td>Against</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="0"/></td> <td>Abstain</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="0"/></td> <td>Conflict of Interest</td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="0"/></td> <td>Not present for Vote</td> <td><input type="text"/></td> </tr> </tbody> </table> </div> <p>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 will populate and you will be able to specify how each member voted.</p> <div data-bbox="581 1052 1529 1209" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th colspan="6">Meeting Motion</th> </tr> </thead> <tbody> <tr> <td colspan="6">Meeting Minutes Approval for the IACUC 2012 meeting held on April 29, 2019</td> </tr> <tr> <th>Vote</th> <th>Member Name</th> <th>Gender</th> <th>Specialty</th> <th>Relationship to the Institution</th> <th>Affiliation</th> </tr> <tr> <td>--none--</td> <td>Investigator, Jane Jr., M.D. Brig. Gen.</td> <td></td> <td>Anesthesiology</td> <td>Affiliated</td> <td></td> </tr> <tr> <td colspan="6">Comments:</td> </tr> </tbody> </table> </div> <p><b>*This property does not apply to COI.</b></p>	Meeting Motion			Meeting Minutes Approval for the IACUC 2012 meeting held on April 29, 2019			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"/>	Meeting Motion						Meeting Minutes Approval for the IACUC 2012 meeting held on April 29, 2019						Vote	Member Name	Gender	Specialty	Relationship to the Institution	Affiliation	--none--	Investigator, Jane Jr., M.D. Brig. Gen.		Anesthesiology	Affiliated		Comments:					
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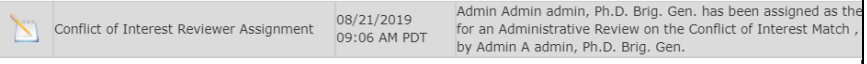
<p>rb.useReviewRouting</p>	<p>This property controls the Internal Submission Routing tab within the submission processing screens.</p> <p>When this property is set to Yes, the Internal Submission Routing tab displays. *Note: If you turn this property on, you will need to set role access under Review Board Administration &gt; Setup Role Access.</p> <p>When this property is set to No, the Internal Submission Routing tab will not display within the Submission Processing screens.</p> 
<p>rb.useReviewRouting_user_role</p>	<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.</p>  <p>When this property is set to Yes, then you will be able to assign a role. *Note: You will need to configure the roles under Review Board Administration &gt; List Maintenance Setup &gt; 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>

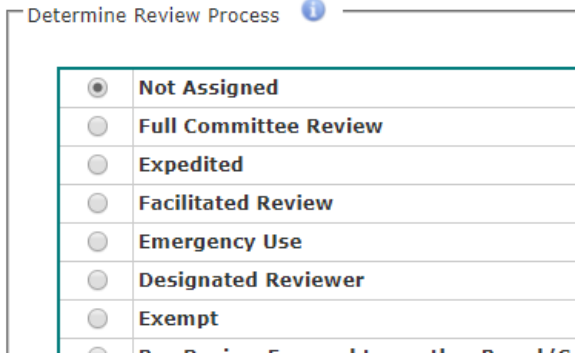
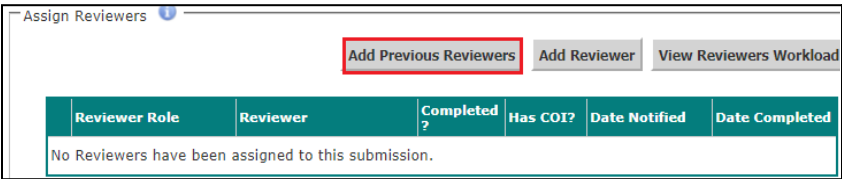
## Reviewers

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


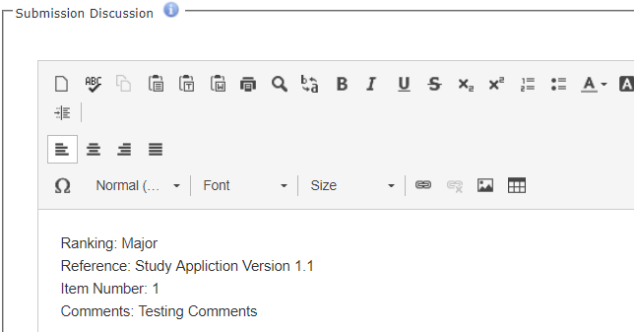
PROPERTY	DESCRIPTION
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rb.reviewers_form_completes_submission	<p>When this property is set to Yes, when the reviewer assigned to a submission completes their review, it will also complete the submission (assuming the Reviewer's form has the Reviewer's Indication of Completion data value). Please note that if multiple reviewers were assigned, the submission will be completed after the first reviewer completes their review.</p> <p><b>*This property does not apply to COI.</b></p>
rb.copy_previous_reviewer_form	<p>This property is used in conjunction with rb.use_previous_submission_reviewers.</p> <p>If rb.use_previous_submission_reviewers is set to Yes and this property 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 will copy the contents of the old reviewer checklist into the new assignment. When the Reviewer accesses their new assignment, the Reviewer Checklist will already be populated with the same answers they applied before. If rb.copy_previous_reviewer_form is set to No, the system will still assign the previous reviewers, but their checklist will not copy the previous data over.</p> <p><b>*This property does not apply to COI.</b></p>
rb.number_days_to_notify_reviewers	<p>This value signifies the number of days prior to a meeting that 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 will send.</p>
rb.restrict_KSP_from_reviewers	<p>This property, when set to Yes, will restrict KSP from the drop-down list of Reviewers to choose from. When set to no, the members will be included in the list of Reviewers regardless of whether they are KSP on the study.</p> <p><b>*This property does not apply to COI.</b></p>
rb.restrict_reviewer_to_voting_member	<p>When this property is set to Yes, then the drop-down list of available reviewers will be restricted to voting members on the current committee. If this property is set to No, then the non-voting members of the committee will also be included in the list of available reviewers.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.nav_reviewers_directly_to_checklist</p>	<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> 
<p>rb.nav_reviewers_directly_to_comments_tab</p>	<p>When this property is set to Yes, the reviewer will be directed to the Review Checklist and Comments tab instead of the Reviewer Checklist when the Reviewer Assignment home screen task is opened. If this property is set to No, the Reviewer Checklist will open when the home screen task is opened, unless the Reviewer Checklist for the board has not been defined. In that case, the Review Checklist and Comments tab will open.</p> 
<p>rb.use_shared_comments</p>	<p>This property allows reviewers to share their comments within a Reviewer’s Form. Navigating to the Reviewer’s Form, then clicking on the desired submission form, routes reviewers to view the submission form. 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.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_designated_reviewer</p>	<p>If you would like to use Designated Review as a Review Process in iRIS, set this property to Yes. This will enable 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 will not display in the review process list.</p> <p><b>*This property does not apply to COI.</b></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 Assign Reviewers table in the Pre-Review Screening tab, an Add Previous Reviewers button will populate. When clicked, the system will reassign the reviewers assigned to the last round of the submission.</p>  <p>If this property is set to No, the button will not populate, and you can manually add reviewers by clicking on the Add Reviewer button.</p> <p><b>*This property does not apply to COI.</b></p>



















rb.use_reviewer_signoff_sheet	<p>This property will allow 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 will be presented with a signoff sheet at the end of the Reviewer Checklist. When the reviewer approves and applies an electronic signature, the review will be considered complete. If the reviewer denies the signoff sheet, the review task will remain open until the signoff is approved.</p> <p>If this property is set to No, the system will behave in the normal function, allowing the reviewer to indicate they are complete with their review within the form.</p>
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<p>rb.use_shortened_reviewer_comments</p>	<p>This property will cut off Rank and Item Number when comments are merged from the Review Summary into the Submission Discussion or the Outcome Letter.</p> <p><b>*This property does not apply to COI.</b></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> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_study_assigned_reviewers</p>	<p>This property will include 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 will not be included in the drop-down list of available reviewers when adding a reviewer in the Pre-Review Screening tab.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_view_of_reviewers_for_members</p>	<p>This property will hide reviewer checklists on the Review Checklist and Comments tab from board members if they are not the reviewer assigned on a submission. If this property is set to Yes, all members of the board will be 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> 
<p>rb.x_calendar_days</p>	<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 will look at this property to determine the date to pull into this field. The default value is “7,” meaning that when the notification sends, the merge code will populate with the date 7 days from today. Example: Today is 7/16/2016. The merge code for a notification sent today would populate with “7/23/2016”.</p> <p>If you would like the date that populates in the merge code to base itself off a different number, change the value in this property.</p>

## Meeting Settings

Meeting Settings are properties related to review board meetings.

PROPERTIES	DESCRIPTION														
rb.generate_meeting_in_days	<p>This property indicates how many days worth of meetings the system will generate when you create a recurring meeting schedule within Meeting Manager. The default setting for this property is 365, meaning that iRIS will generate a year’s worth of meetings. If you would like the system to generate more or less meeting dates, change the number of days 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, you can use this property to enable this functionality. In the Meeting Manager, you will have the ability to Generate an Expedite Report in the same way that you can generate an agenda document.</p> <div data-bbox="656 926 1333 1194" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Expedite Report</b></p> <ul style="list-style-type: none"> <li> <b>Generate An Expedite Report</b></li> <li> <b>Check-Out The Expedite Report For Editing In Word</b></li> <li> <b>Edit The Expedite Report Within The Browser</b></li> </ul> </div> <p>When the Expedited Report is published, it will be available to view on the Meeting Agenda page.</p> <div data-bbox="477 1346 1524 1623" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"> Meeting Motions</td> <td style="width: 80%;"></td> </tr> <tr> <td> Review Documents</td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">No documents have been associated with this agenda</td> </tr> </tbody> </table> </td> </tr> <tr> <td> Expedite Reports</td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td></td> </tr> </tbody> </table> </td> </tr> </table> </div> <p>When this property is set to No, you will not be able to generate an Expedited Report. You can pull in Expedited submissions to the main body of the Agenda and Minutes templates.</p> <p><b>*This property does not apply to COI.</b></p>	 Meeting Motions		 Review Documents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">No documents have been associated with this agenda</td> </tr> </tbody> </table>	View File	Title	No documents have been associated with this agenda		 Expedite Reports	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">View File</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td></td> </tr> </tbody> </table>	View File	Title		
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<p>rb.use_member_absent</p>	<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 will populate in a Voting Members Absent group in the Meeting Attendance area.</p> <table border="1" data-bbox="477 478 1531 583"> <tr> <td data-bbox="477 478 776 541">  Meeting Attendance             </td> <td data-bbox="776 478 1531 541"> <b>Voting Members Present</b> Ann Analyst, Jan Board Member             </td> </tr> <tr> <td></td> <td data-bbox="776 541 1531 583"> <b>Voting Members Absent</b> Joe Board Member, John Board Member, Mary Jane Coordinator, R             </td> </tr> </table> <p>If this property is set to No, no Voting Members Absent group will populate.</p>	 Meeting Attendance	<b>Voting Members Present</b> Ann Analyst, Jan Board Member		<b>Voting Members Absent</b> Joe Board Member, John Board Member, Mary Jane Coordinator, R
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	<b>Voting Members Absent</b> Joe Board Member, John Board Member, Mary Jane Coordinator, R				
<p>rb.use_non_member_absent</p>	<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 will populate in a Non-Voting Members Absent group in the Meeting Attendance area.</p> <p>If this property is set to No, no Non-Voting Members Absent group will populate.</p>				
<p>rb.use_staff_absent</p>	<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 will populate in a Staff Absent group in the Meeting Attendance area.</p> <p>If this property is set to No, no Staff Absent group will populate.</p>				

### Security

Security properties allow you to define whether or not 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>When this property is set to Yes, the KSP of a study who are also review board members will not be able to open their associated submissions from the Submissions queue or via Find a Study under IRB Assistant. If the KSP attempts to open the submission or the study via the review board, an error message will appear.</p> <p><b>*This property does not apply to COI.</b></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 will populate in the results.</p> <p>If this property is set to No, all studies in the database can be searched and accessible by the review board.</p> <p><b>*This property does not apply to COI.</b></p>

## Multi-site Setup

These properties are related to multi-site studies and their setup.



PROPERTIES	DESCRIPTION
rb.site_submissions_are_synced_to_core	<p>This property allows multi-site studies to have the studies IRB Number Appended to the core IRB. Therefore, the Core IRB number will be the same as the Site's IRB Number.</p> <p><b>*This property does not apply to COI.</b></p>

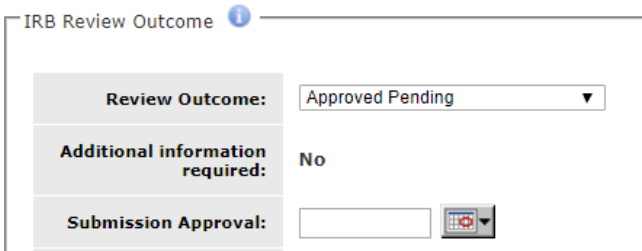
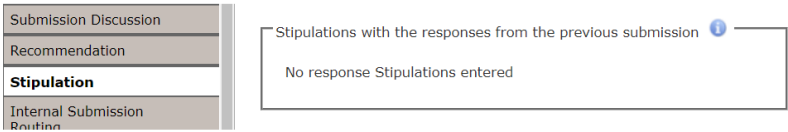
## Recommendations and Stipulations

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

PROPERTIES	DESCRIPTION
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<p>rb.update_recommendation_by_all</p>	<p>Allow board members to update recommendations. If this property is set to No, then the members cannot update recommendations.</p> <p>If this is set to Yes, then a button will appear to give board members the ability to update the recommendations.</p> <p>This option is only applicable if rb.use_review_recommendations is set to Yes.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.update_stipulation_by_all</p>	<p>Allow board members to update stipulations. If it is set to No, then the members cannot update the stipulations.</p> <p>If this is set to Yes, then a button will appear to allow the board members the ability to update the stipulations.</p> <p>This option is only applicable if rb.use_review_stipulations is set to Yes.</p> <p><b>*This property does not apply to COI.</b></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 are able to 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>Submission processing complete: <input type="checkbox"/></p> <p>If there are any Stipulations created with the Stipulation that Must be Addressed type, the Send Bundle Email button 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 will always be available in the Submission Complete tab, regardless of what kind of Stipulations have been created for the submission.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_stipulation_category</p>	<p>This property will allow you to create categories for your Stipulations.</p> <p>When set to Yes, you can set up the categories in Review Board Administration – List Configuration and Maintenance – Strategy Category. When you are creating Stipulations for a Submission, you will be able to 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 will set 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 Yes, then if a stipulation is added to a submission, then 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 will say Yes or No depending on the Outcome selected.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_stipulation_responses_display_all_boards</p>	<p>When this property is set to Yes, then the Stipulations with the response from the previous submission will appear under the Stipulation tab.</p>  <p>If it is set to No, this section will not appear.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_stipulation_tracking</p>	<p>Stipulations Tracking is a tool within the review board assistant 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 will populate called Stipulations Tracking. You may need to enable this area within Role Access when you initially turn on the property.</p> <div data-bbox="894 558 1295 693" style="text-align: center;"> </div> <p>If this property is set to No, the Stipulations Tracking area will not populate within the review board assistant.</p> <p><b>*This property does not apply to COI.</b></p>
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### Study Board Properties

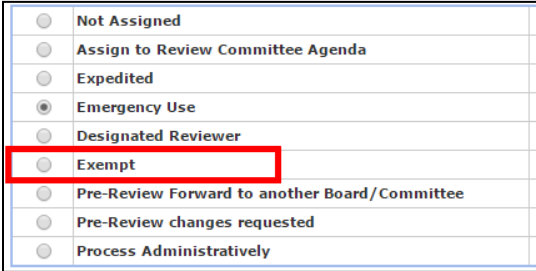


Study Board Properties allow you to indicate whether particular fields should appear on the Outcome tab and the Study Summary.

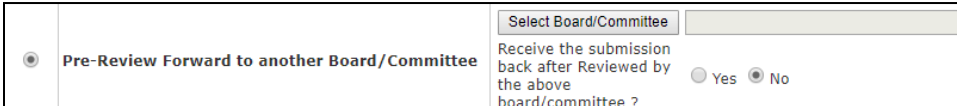
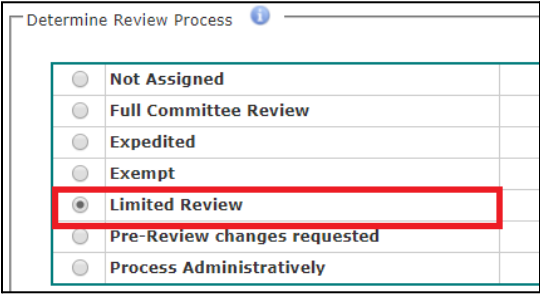
PROPERTIES	DESCRIPTION
rb.use_continue_review_due	<p>When this property is set to Yes, then the Continuing Review Due field will display in the Outcome tab and Study Summary page of a submission.</p> <div data-bbox="740 415 1312 489" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Continuing Review Due:</b> <input type="text"/> </p> </div> <p>When this is set to no, this field will not display.</p> <p><b>*This property does not apply to COI.</b></p>
rb.use_dod_outcome_labels	<p>When this property is set to Yes, the system will use DOD-related terms within the Outcome tab. When this property is set to No, the system will not use DOD-related term within the Outcome tab but will use general terminology.</p> <p><b>*This property does not apply to COI.</b></p>
rb.use_expiration_date	<p>When this property is set to Yes, the IRB Expiration field will display in the Outcome tab and the Study Summary of a submission.</p> <div data-bbox="667 1031 1385 1089" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>IRB Expiration:</b> <input type="text"/> </p> </div> <p>When set to No, this field will not display.</p> <p><b>*This property does not apply to COI.</b></p>
rb.use_last_continue_review_approved	<p>When this property is set to Yes, then the Last Continuing Review Approved field will display in the Outcome tab of the submission along with the Study Summary Screen. The date will populate with a read-only version of the Last Continuing Review form that was approved.</p> <div data-bbox="790 1493 1203 1562" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Last Continuing Review Approved:</b> 03/04/2014</p> </div> <p>When set to No, this field will not display.</p> <p><b>*This property does not apply to COI.</b></p>
rb.use_room_by_cage	<p><b>*This property does not apply to COI.</b></p>
rb.use_audit_view	<p><b>*This property does not apply to COI.</b></p>

### Submission Pre-review

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

PROPERTIES	DESCRIPTION																		
<p>rb.use_review_process_agenda</p>	<p>This property is related to the Review Process “Assign to Review Committee Agenda.”</p> <p>If this property is set to Yes, you will 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="602 716 1516 793" style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> <b>Full Committee Review</b> <div style="float: right; margin-top: 5px;"> <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 2px;">Committee Name:</td> <td style="padding: 2px;">Conflict of Interest Assistant ▼</td> </tr> <tr> <td style="padding: 2px;">Upcoming Meeting Date:</td> <td style="padding: 2px;">09/06/2019 ▼</td> </tr> <tr> <td style="padding: 2px;">Agenda Category:</td> <td style="padding: 2px;">Conflict's assigned to Meeting ▼</td> </tr> </table> </div> </div> <p>If this is set to No, this option will not be available.</p>	Committee Name:	Conflict of Interest Assistant ▼	Upcoming Meeting Date:	09/06/2019 ▼	Agenda Category:	Conflict's assigned to Meeting ▼												
Committee Name:	Conflict of Interest Assistant ▼																		
Upcoming Meeting Date:	09/06/2019 ▼																		
Agenda Category:	Conflict's assigned to Meeting ▼																		
<p>rb.use_review_process_emergency_use</p>	<p>This property is related to the Review Process “Emergency Use.”</p> <p>If this property is set to Yes, you will have the option to assign the submission to Emergency Use in the Pre-Review Screening tab.</p> <div data-bbox="745 1094 1365 1409" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <table border="1" style="border-collapse: collapse; width: 100%;"> <tr><td style="text-align: center;"><input type="radio"/></td><td>Not Assigned</td></tr> <tr><td style="text-align: center;"><input type="radio"/></td><td>Assign to Review Committee Agenda</td></tr> <tr><td style="text-align: center;"><input type="radio"/></td><td>Expedited</td></tr> <tr style="border: 2px solid red;"><td style="text-align: center;"><input checked="" type="radio"/></td><td>Emergency Use</td></tr> <tr><td style="text-align: center;"><input type="radio"/></td><td>Designated Reviewer</td></tr> <tr><td style="text-align: center;"><input type="radio"/></td><td>Exempt</td></tr> <tr><td style="text-align: center;"><input type="radio"/></td><td>Pre-Review Forward to another Board/Committee</td></tr> <tr><td style="text-align: center;"><input type="radio"/></td><td>Pre-Review changes requested</td></tr> <tr><td style="text-align: center;"><input type="radio"/></td><td>Process Administratively</td></tr> </table> </div> <p>If this is set to No, this option will not be available.</p> <p><b>*This property does not apply to COI.</b></p>	<input type="radio"/>	Not Assigned	<input type="radio"/>	Assign to Review Committee Agenda	<input type="radio"/>	Expedited	<input checked="" 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
<input type="radio"/>	Not Assigned																		
<input type="radio"/>	Assign to Review Committee Agenda																		
<input type="radio"/>	Expedited																		
<input checked="" 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																		

<p>rb.use_review_process_exempt</p>	<p>This property is related to the Review Process “Exempt.”</p> <p>If this property is set to Yes, you will 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 will not be available.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_review_process_expedited</p>	<p>This property is related to the Review Process “Expedited.”</p> <p>If this property is set to Yes, you will 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 will not be available.</p>
<p>rb.use_review_process_facilitated</p>	<p>This property is related to the Review Process “Facilitated Review.”</p> <p>If this property is set to Yes, you will 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 will not be available.</p> <p><b>*This property does not apply to COI.</b></p>

<p>rb.use_review_process_forward</p>	<p>This property is related to the Review Process “Pre-Review Forward to Another Board/Committee.”</p> <p>If this property is set to Yes, you will 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 will not be available.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_review_process_limited_review</p>	<p>This property is related to the Review Process “Limited Review”</p> <p>If this property is set to Yes, you will have the option to assign the submission to Limited Review in the Pre-Review Screening tab. The new review process will run the same as the “Expedited” and “Process Administratively” processes.</p>  <p><b>*This property does not apply to COI.</b></p>

**Letter**

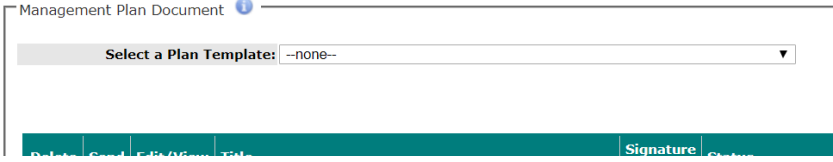




Letter properties are in place to help control default selected recipients on Outcome letters.


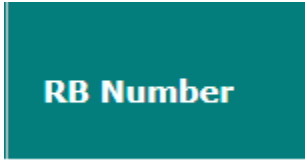

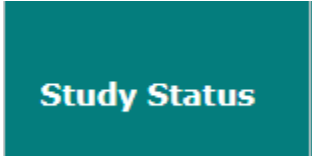
PROPERTIES	DESCRIPTION																
rb.use_auto_select_Study_Coordinator	<p>When set to yes, this property will automatically select the Study Coordinator when sending an Outcome Letter within a submission.</p> <p><b>*This property does not apply to COI.</b></p>																
rb.use_default_recipient_not_selected	<p>This property will allow you to determine whether the recipient list for outcome letters is, by default, all selected or all unselected. If this property is set to Yes, then the recipient’s checkbox will <i>not</i> automatically be selected.</p> <table border="1" data-bbox="678 646 1474 726"> <thead> <tr> <th data-bbox="678 646 1101 663">Key Study Personnel</th> <th data-bbox="1101 646 1317 663">Role</th> <th data-bbox="1317 646 1365 663"></th> <th data-bbox="1365 646 1474 663"></th> </tr> </thead> <tbody> <tr> <td data-bbox="678 663 1101 680">Study Personnel</td> <td data-bbox="1101 663 1317 680"></td> <td data-bbox="1317 663 1365 680"><input checked="" type="checkbox"/></td> <td data-bbox="1365 663 1474 680"></td> </tr> <tr> <td data-bbox="678 680 1101 697"></td> <td data-bbox="1101 680 1317 697">Principal Investigator</td> <td data-bbox="1317 680 1365 697"><input type="checkbox"/></td> <td data-bbox="1365 680 1474 697">Administrator</td> </tr> <tr> <td data-bbox="678 697 1101 726"></td> <td data-bbox="1101 697 1317 726">Collaborating Investigator</td> <td data-bbox="1317 697 1365 726"><input type="checkbox"/></td> <td data-bbox="1365 697 1474 726">Suzan M.</td> </tr> </tbody> </table> <p><b>*This property does not apply to COI.</b></p>	Key Study Personnel	Role			Study Personnel		<input checked="" type="checkbox"/>			Principal Investigator	<input type="checkbox"/>	Administrator		Collaborating Investigator	<input type="checkbox"/>	Suzan M.
Key Study Personnel	Role																
Study Personnel		<input checked="" type="checkbox"/>															
	Principal Investigator	<input type="checkbox"/>	Administrator														
	Collaborating Investigator	<input type="checkbox"/>	Suzan M.														

### COI Process Match Object

COI Process Match Object properties are in place to help organize and sort the different Matches by different criteria. These properties are specifically for the COI module.

PROPERTIES	DESCRIPTION
rb.use_coi_irb_number_filter	<p>When set to yes, this property will allow the users to search Conflict Matches by RB number.</p> <div data-bbox="695 1409 1490 1461" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>RB Number:</b> <input style="width: 400px;" type="text"/></p> </div>

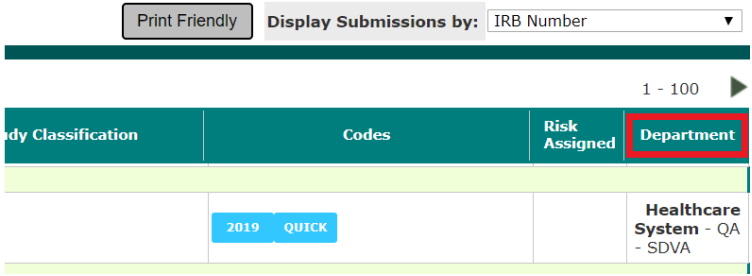
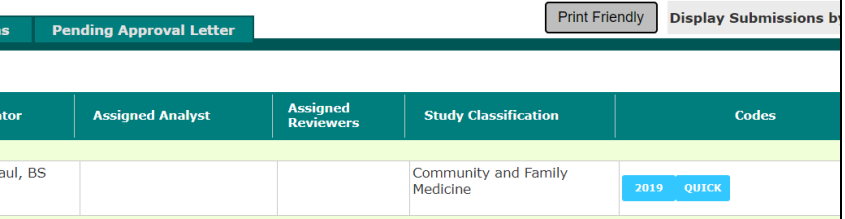
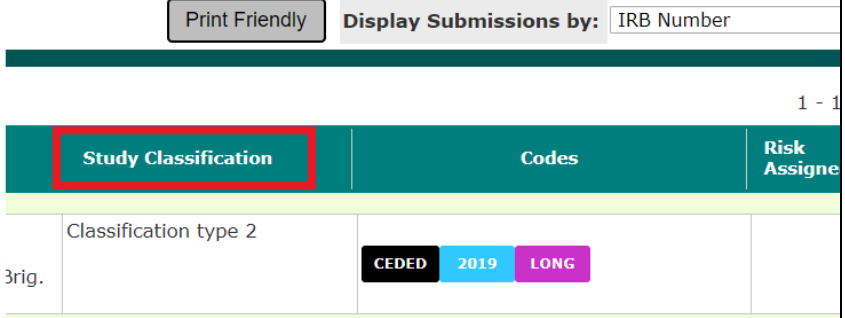
<p>rb.use_coi_management_plan</p>	<p>When set to yes, the Management Plan Document feature will be made available in the Management Plan &amp; Outcome Letter tab of the Conflict Match Processing screens.</p>  <p>If this property is set to “No,” the Management Plan letter will need to be generated as part of the Response letter group.</p>
<p>rb.use_coi_project_status_filter</p>	<p>When set to yes, this property will allow the users to search Conflict Matches by project status.</p> 
<p>rb.use_coi_project_status_inview</p>	<p>When set to yes, this property will allow the users to see the column “Project Status” when searching for Conflict Matches.</p> 
<p>rb.use_coi_proposal_number_column_in_fixed_table</p>	<p>When set to yes, this property will allow the users to see the column “Proposal Number” when searching for Conflict Matches.</p> 
<p>rb.use_coi_proposal_number_filter</p>	<p>When set to yes, this property will allow the users to search Conflict Matches by proposal number.</p> 

<p>rb.use_coi_proposal_status_date_assigned_column</p>	<p>When set to yes, this property will allow the users to see the column “Date Assigned” when searching for Conflict Matches, under the individual Interests.</p> 
<p>rb.use_coi_study_number_column_in_fixed_table</p>	<p>When set to yes, this property will allow the users to see the column “RB Number” when searching for Conflict Matches.</p> 
<p>rb.use_coi_study_status_filter</p>	<p>When set to yes, this property will allow the users to search Conflict Matches by study status.</p> 
<p>rb.use_coi_study_status_inview</p>	<p>When set to yes, this property will allow the users to see the column “Study Status” when searching for Conflict Matches.</p> 

### Submissions










Use the properties in the Submissions group to control the display of the Study Classification and Risk Assigned columns in the Submissions queue. **\*These properties do not apply to COI.**

PROPERTIES	DESCRIPTION
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<p>rb.use_department_displayed</p>	<p>If set to Yes, the Risk Assigned column will display on the Not Assigned and Assigned tabs of the Submissions queue.</p>  <p>If set to No, the column will not display.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_risk_assigned_displayed</p>	<p>If set to Yes, the Risk Assigned column will display on the Not Assigned and Assigned tabs of the Submissions queue.</p>  <p>If set to No, the column will not display.</p> <p><b>*This property does not apply to COI.</b></p>
<p>rb.use_study_classification_displayed</p>	<p>If set to Yes, the Study Classification column will display on the Not Assigned and Assigned tabs of the Submissions queue.</p>  <p>If set to No, the column will not display.</p> <p><b>*This property does not apply to COI.</b></p>

## Notification

Notification properties allow you to indicate what type of notifications the assigned analyst should receive for a submission's completed tasks.

PROPERTIES	DESCRIPTION								
<p>rb.use_internal_routing_complete_queue</p>	<p>When this property is set to Yes, then the Assigned Analyst for a submission will get a task appearing in their home screen notifying them that the Internal Submission Routing has been completed.</p> <table border="1" data-bbox="618 457 1531 556"> <thead> <tr> <th>Click to open</th> <th>Task Type</th> <th>Received</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> Internal Submission Routing Signoff</td> <td>08/21/2019 09:57 AM PDT</td> <td>COI Reviewer has been assigned to Administratively review the submission</td> </tr> </tbody> </table> <p>If this property is set to No, then the task will not appear on the home screen.</p>	Click to open	Task Type	Received	Description	<input type="checkbox"/>	 Internal Submission Routing Signoff	08/21/2019 09:57 AM PDT	COI Reviewer has been assigned to Administratively review the submission
Click to open	Task Type	Received	Description						
<input type="checkbox"/>	 Internal Submission Routing Signoff	08/21/2019 09:57 AM PDT	COI Reviewer has been assigned to Administratively review the submission						
<p>rb.use_outcome_signoff_complete_queue</p>	<p>When this property is set to Yes, then the Assigned Analyst for the submission will get a task appearing on their home screen notifying them that the Outcome Letter Signoff has been completed.</p> <table border="1" data-bbox="618 877 1531 940"> <thead> <tr> <th>Click to open</th> <th>Task Type</th> <th>Received</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> Outcome Letter Signoff Complete</td> <td>08/21/2019 10:14 AM PDT</td> <td>All of the signoffs for the COI Notification outcome letter have been completed.</td> </tr> </tbody> </table> <p>If this property is set to No, then the task will not appear on the home screen.</p>	Click to open	Task Type	Received	Description	<input type="checkbox"/>	 Outcome Letter Signoff Complete	08/21/2019 10:14 AM PDT	All of the signoffs for the COI Notification outcome letter have been completed.
Click to open	Task Type	Received	Description						
<input type="checkbox"/>	 Outcome Letter Signoff Complete	08/21/2019 10:14 AM PDT	All of the signoffs for the COI Notification outcome letter have been completed.						
<p>rb.use_reviewers_complete_queue</p>	<p>When this property is set to Yes, then the Assigned Analyst for the submission will get a task appearing in their home screen notifying them that all Reviewers have completed their review.</p> <table border="1" data-bbox="618 1262 1531 1325"> <thead> <tr> <th>Click to open</th> <th>Task Type</th> <th>Received</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td> Submission Reviewers Complete</td> <td>08/21/2019 10:17 AM PDT</td> <td>All reviewers completed the review object.</td> </tr> </tbody> </table> <p>If this property is set to No, then the task will not appear in the home screen.</p>	Click to open	Task Type	Received	Description	<input type="checkbox"/>	 Submission Reviewers Complete	08/21/2019 10:17 AM PDT	All reviewers completed the review object.
Click to open	Task Type	Received	Description						
<input type="checkbox"/>	 Submission Reviewers Complete	08/21/2019 10:17 AM PDT	All reviewers completed the review object.						

### Fee Tracking

This property is used to indicate whether or not IRB Invoicing will be used within this review board.

PROPERTIES	DESCRIPTION
rb.use_rb_invoicing	<p>This property will enable the ability to use the IRB Invoicing feature. See the IRB Invoicing documentation for more information about configuration and use of this feature.</p> <p><b>*This property does not apply to COI.</b></p>

### Internal Routing

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

PROPERTIES	DESCRIPTION
rb.use_signature_on_internal_routing	<p>You can use this property to control whether or not to require a user’s electronic signature when completing an Internal Routing task.</p> <div data-bbox="901 835 1279 1218" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="background-color: #008080; color: white; padding: 2px; text-align: center; font-weight: bold;">Completed ?</div> <div style="background-color: #ffffcc; padding: 2px; text-align: center;">                     Complete: <input type="radio"/> Yes <input checked="" type="radio"/> No                 </div> <div style="padding: 2px;">                     User ID: <input style="width: 100%;" type="text"/> </div> <div style="padding: 2px;">                     Password: <input style="width: 100%;" type="password"/> </div> <div style="background-color: #ffffcc; padding: 2px; font-size: small;">                     This Requires your electronic Signature. If Completed, Please enter your User ID &amp; Password                 </div> </div> <p>If this property is set to Yes, then an electronic signature will be required on an Internal Routing task.</p> <p>When this property is set to No, the User ID and Password fields will not populate on the page.</p>