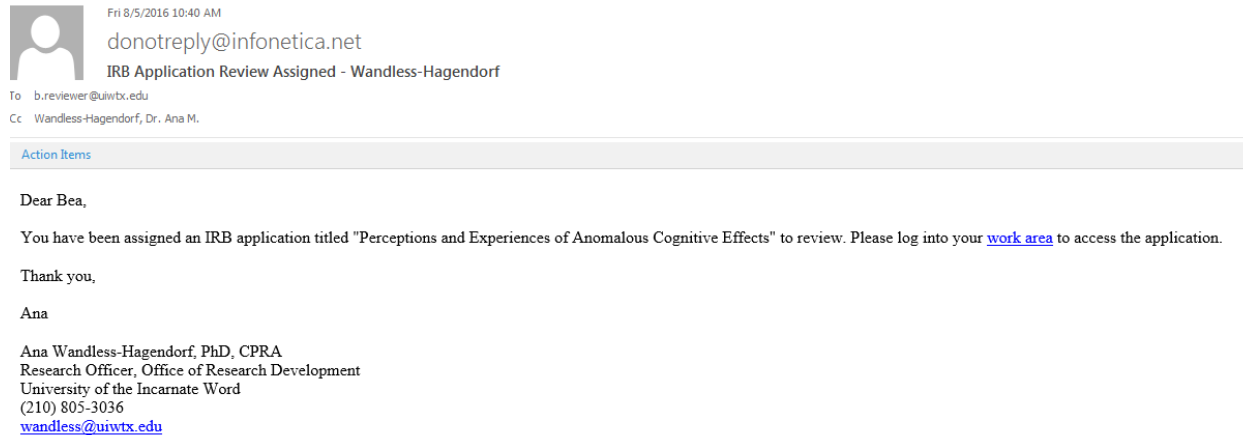# How to Review IRB Submissions

➤ You will receive an email alert when you have a new IRB Application, Continuing Review request, or Amendment Request to review:

Fri 8/5/2016 10:40 AM

donotreply@infonetica.net

IRB Application Review Assigned - Wandless-Hagendorf

To   b.reviewer@uiwtx.edu
Cc   Wandless-Hagendorf, Dr. Ana M.

Action Items

Dear Bea,

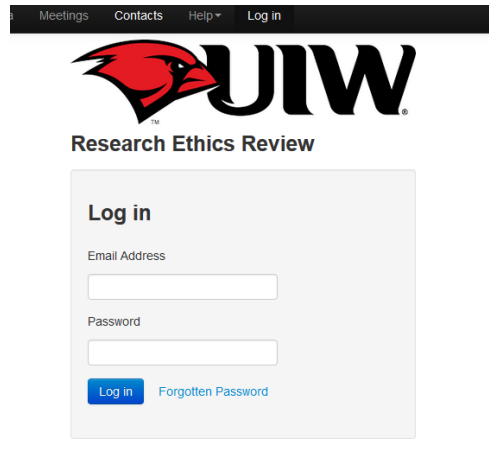You have been assigned an IRB application titled "Perceptions and Experiences of Anomalous Cognitive Effects" to review. Please log into your work area to access the application.

Thank you,

Ana

Ana Wandless-Hagendorf, PhD, CPRA
Research Officer, Office of Research Development
University of the Incarnate Word
(210) 805-3036
wandless@uiwtx.edu

➤ Log into your work area at uiw.review.ethicalreviewmanager.com

Meetings   Contacts   Help ▾   Log in

UIW

Research Ethics Review

Log in

Email Address

Password
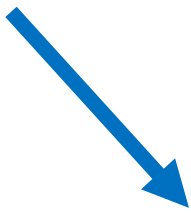
Log in   Forgotten Password

V.1 Last revised: 2/16/17

➢ Look in the Reviewer Inbox. All new submissions to review (Applications, Continuing Review Requests, and Amendment Requests) will be in the **New Reviews** tile.

Research Ethics Review   **Work Area**   Meetings   Contacts   Help ▾   Dr. Bea Reviewer ▾

Work Area

General

Notifications	Meetings	Contacts	Reports
16	0	0	0

Reviewer Inbox ▲

New Reviews	Revisions to Review
2	0

Reviewer Outbox ▲

Comments Closed	Changes Requested	Assigned to Meeting	Approved
1	0	0	22

➢ Choose and click the submission to review from the list:

New Reviews

		Review Reference	Project Id	Project Title	Applicant Title	Applicant First Name	Applicant Last Name	Review Status	Review Committee
✓	⚑	Wandless-Hagendorf-Exp- 163 - 1 163	76	Perceptions and Experiences of Anomalous Cognitive Effects	Dr.	Ana	Wandless-Hagendorf	Under Review	University of the Incarnate Word IRB

Showing 1 to 1 of 1 entries

Note: IRB Applications and Sub-Forms (Amendments and Continuing Review Requests) will appear on this list as separate entries, but share the same Project ID. Once you are inside any component of a submission, you can access all the forms associated with that submission because they share the same Project ID.

➢ This is the **Project Timeline** page. Click on the **Review Application** tile under the Actions menu to start reviewing the submission.

➢ This is the **Form Overview** page. Click on **Principal Investigator** to access the first page of the form.

➢ Here are the actions available to you within the Review Application mode:

- o **Next** and **Previous** to move backwards and forwards between questions and sections.
- o **Navigate** to return to the Form Overview page.
- o **Timeline** to return to the Project Timeline page.
- o **Print** to download a pdf of the submission for printing.
- o **Documents** to access the documents uploaded with the submission.
- o **Panel Comments** to view other reviewer's comments on individual sections of the form.
- o **Form Comments** to add comments and view other reviewer's comments on the overall submission.
- o **New Comment** to add a new comment to individual sections of the form.
- o **Changes** to view changes the applicant has made to the submission (you won't need to use this until after a submission has been revised and resubmitted).

➢ You can add review comments in two places: **Panel Comments** and **Form Comments.**

Adding Form Comments
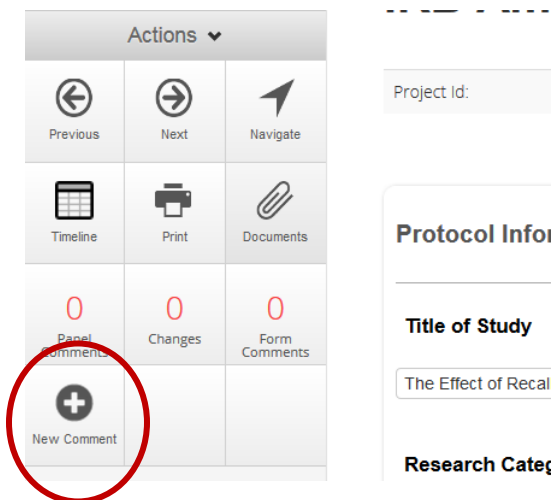

Click here to **add form comments and view other reviewer's comments** on the overall submission.
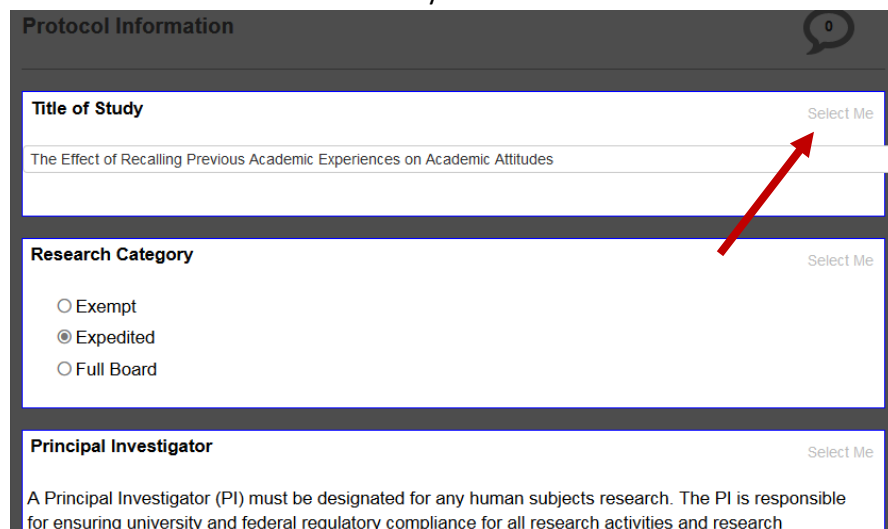
Adding Panel Comments

Click on "New Comment" under the Actions menu:

Click on "Select Me" in the section you wish to comment on:

- Click next to "Change Request" if you would like to request a change/revision with the comment. Click next to "Visible to Applicant" if you would like the comment to be visible to the applicant. Then enter your comment in the text box and click "Save."

Add Comment   ✕

Question Title	Title of Study
Change Request	✕ Comment
Visible to Applicant	✕ Hidden from applicant
Comment	

Cancel   Save

➢ The Documents section contains document uploads in four categories: Recruitment, Informed Consent, Data Collection, and Other. Download documents for review, then add panel comments to the appropriate document section:

Suggested revisions to the document text should be entered as panel comments (track changes in Word won't work because reviewers cannot upload revised documents).

➢ When you have reviewed all the sections of the submission, there are **a few steps to take to wrap up your review.**

   a. Enter a general assessment of the submission as a **Form Comment**. This will make your overall recommendation easily accessible to other reviewers. Don't forget to click "Save" after adding Form Comments:

Form Comments + Add Comment

Comment

Recommend approval with revisions.

Save   Cancel

   b. Click on the **Timeline** tile to navigate back to the **Project Timeline** page:
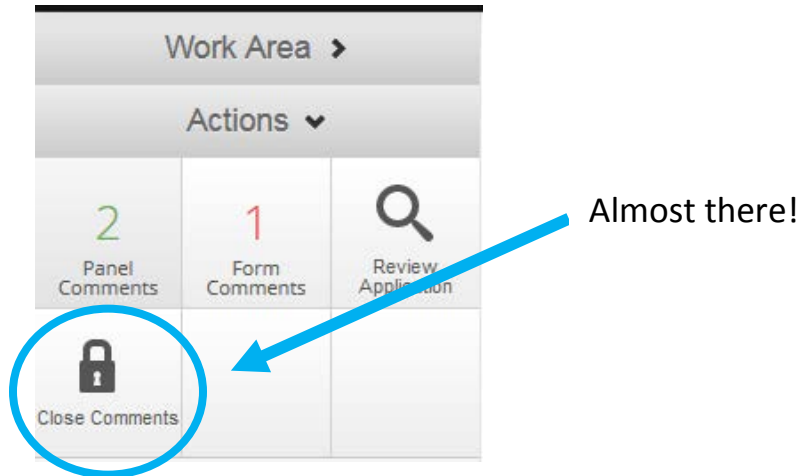
Work Area ›

Actions ⌄

Previous	Next	Navigate
Timeline	Print	Documents
2 Panel Comments	0 Changes	1 Form Comments

You're not done yet!

c. Click the **Close Comments** tile under the Actions menu:

Work Area ›

Actions ˅

2
Panel
Comments

1
Form
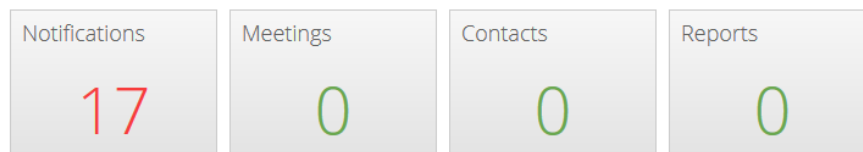Comments

Review
Application

🔒
Close Comments

Almost there!

d. **Enter your overall recommendation for the submission again** in the **Timeline Notes** (this will become part of the permanent record for the project, with your name and a timestamp), then click the green **Close Comments** button:

Close Comments   ✖

Action Date: Now   ▾

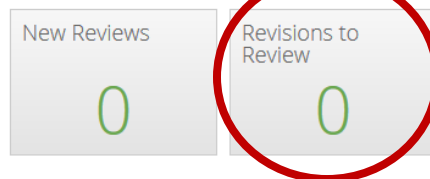Timeline Notes: Recommend approval with revisions.

Close Comments   Close

➢ **What Happens Next**: The submission will remain in your **New Reviews** tile until all reviews have been completed. After all reviews have been completed, the administrator will close the comments on the submission. The submission will then move to the **Comments Closed** tile. If revisions have been requested, the administrator will collate the comments and send a letter to the applicant, and the submission will move to the **Changes Requested** tile. Protocols that need to be discussed at a meeting will be moved to the **Assigned to Meeting** tile.
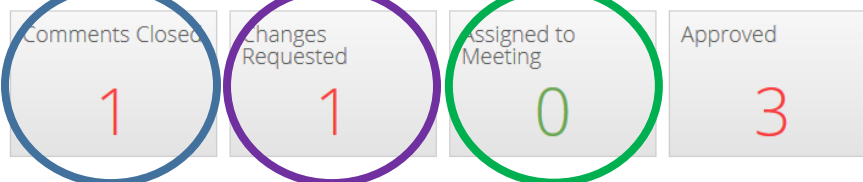
Work Area

General

Notifications	Meetings	Contacts	Reports
17	0	0	0

Reviewer Inbox ▲

New Reviews	Revisions to Review
0	0

Reviewer Outbox ▲

Comments Closed	Changes Requested	Assigned to Meeting	Approved
1	1	0	3

➢ **Reviewing Revisions:** When the applicant has completed revisions and resubmitted, the submission will move to the **Revisions to Review** tile. You will receive an email alerting you that the revised submission is ready to review. When you review the resubmission, you can quickly access all the changes that have been made through the **Changes** tile:

The track changes feature allows you to view the previous submission and the revisions made to it side by side by clicking the **View Previous** button:

As you review the revisions, you can continue to make **Panel** and **Form Comments** on the submission.

➢ When you are ready to approve a submission, enter "Approve" as a **Form Comment**. This will make your approval easily accessible to other reviewers:

Form Comments + Add Comment   ✕

Comment	Date Added	Owner
	Now	You
Approve.		

Save   Cancel
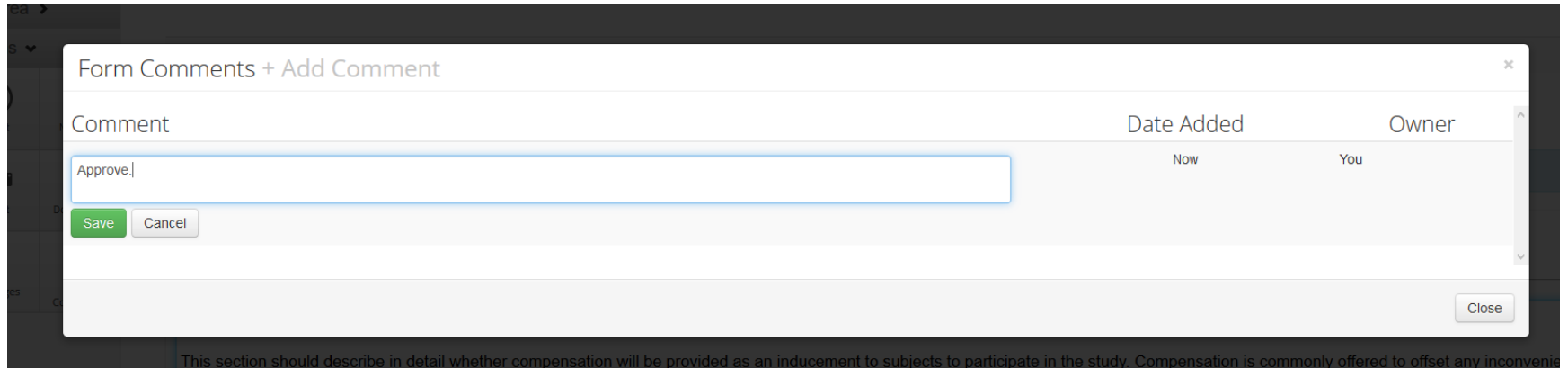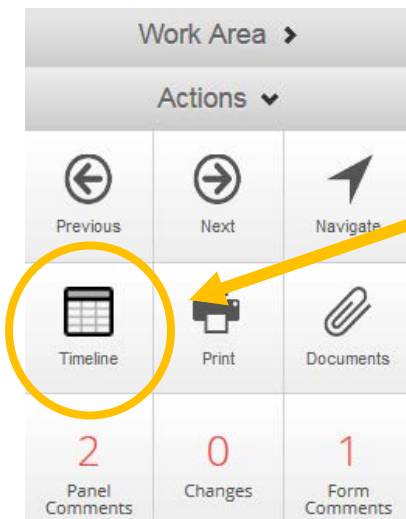
Close

This section should describe in detail whether compensation will be provided as an inducement to subjects to participate in the study. Compensation is commonly offered to offset any inconvenie

➢ Click on the **Timeline** tile to navigate back to the **Project Timeline** page:

Work Area ›

Actions ⌄

Previous	Next	Navigate
Timeline	Print	Documents
2 Panel Comments	0 Changes	1 Form Comments
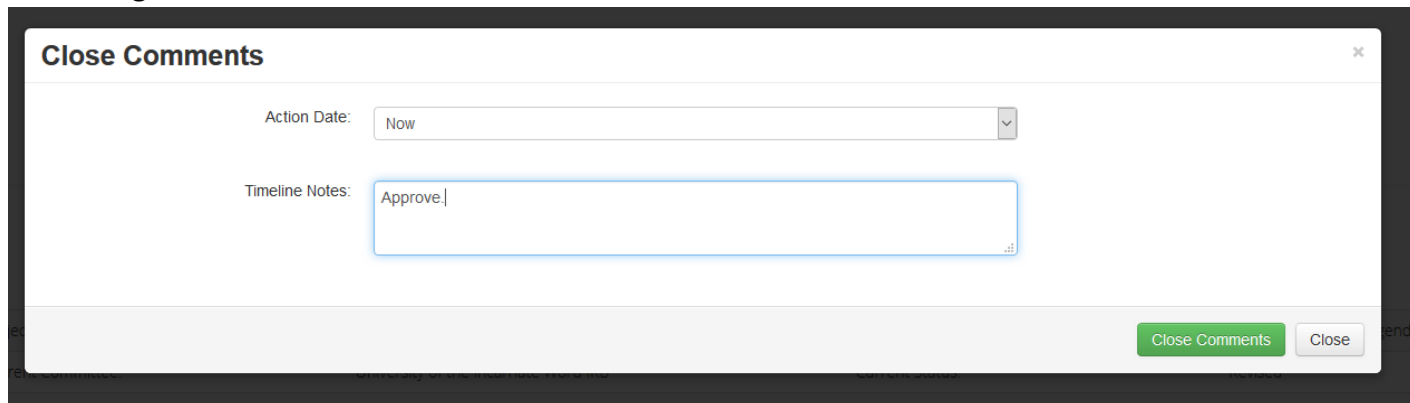
You're not done yet!

➤ Click the **Close Comments** tile under the Actions menu:

Work Area ❯

Actions ⌄

2	1	🔍
Panel Comments	Form Comments	Review Application
🔒 Close Comments		

Almost there!
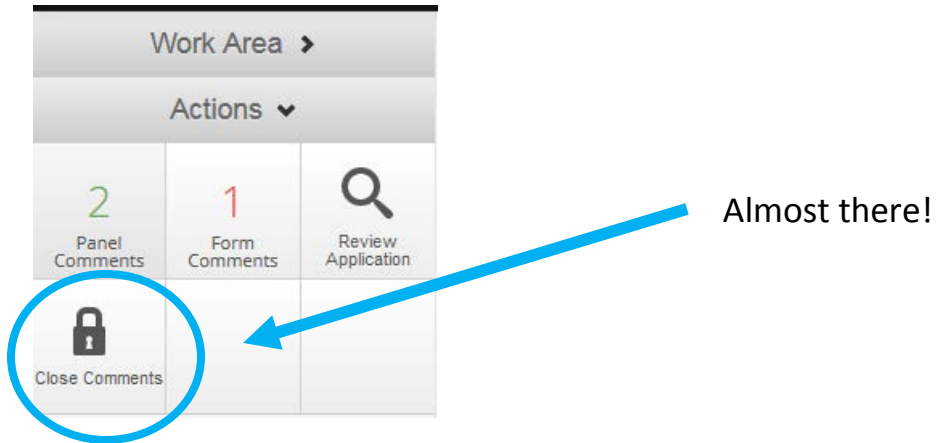
➤ Enter "Approve" again in the **Timeline Notes** (this will become part of the permanent record for the project), then click the green **Close Comments** button:

Close Comments   ✕

Action Date: | Now   ⌄ |

Timeline Notes: | Approve. |
                 | |

[Close Comments] [Close]

When all approvals have been collected by the reviewers, the administrator will send an approval letter to the applicant.