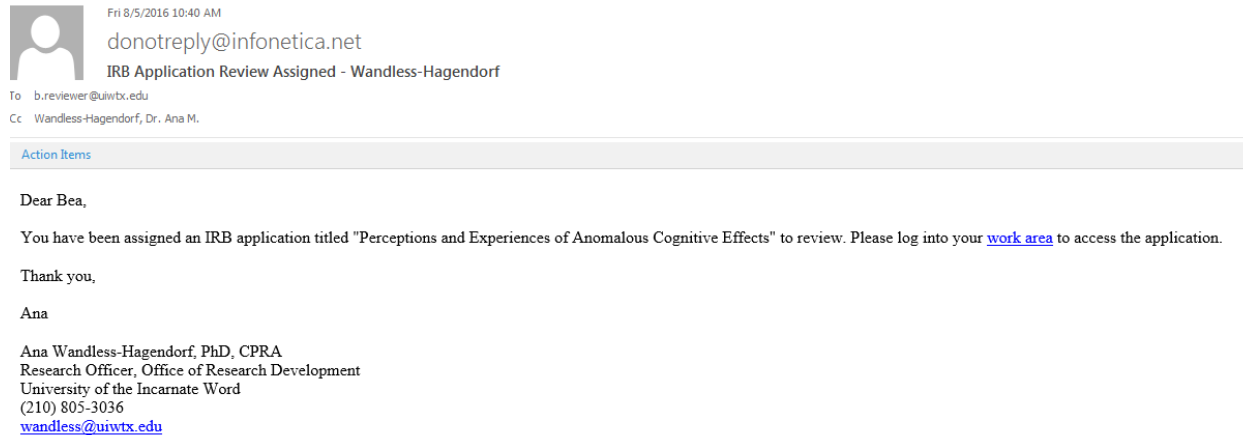


How to Review IRB Submissions

- 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,

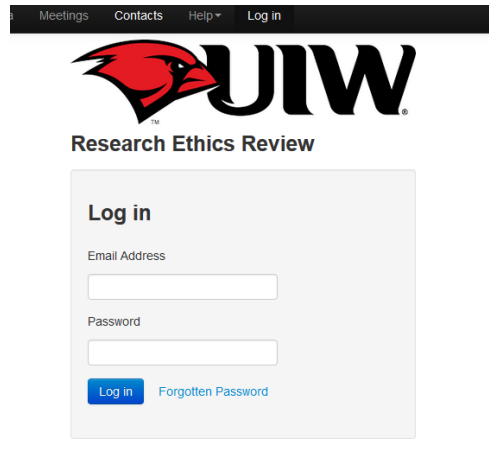
You have been assigned an IRB application titled "Perceptions and Experiences of Anomalous Cognitive Effects" to review. Please log into your [work area](#) to access the application.

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



Research Ethics Review

Log in

Email Address

Password

[Log in](#) [Forgotten Password](#)

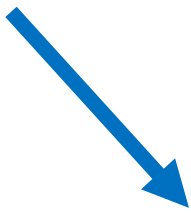
- Look in the Reviewer Inbox. All new submissions to review (Applications, Continuing Review Requests, and Amendment Requests) will be in the **New Reviews** tile.

Work Area

General

Notifications 16	Meetings 0	Contacts 0	Reports 0
---------------------	---------------	---------------	--------------

Reviewer Inbox ▾



New Reviews 2	Revisions to Review 0
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Reviewer Outbox ▾

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

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

Work Area > | Please Note: This is a beta Submission

Project Title: [Perceptions and Experiences of Anomalous Cognitive Effects](#)
Form Reference: IRB Application
Review Reference: Wandless-Hagendorf

Panel Comments: 0 | Form Comments: 0 | Review Application (highlighted)

Close Comments

Delete submission

Project Id:	0076	Applicant Name:
Current Committee:	University of the Incarnate Word IRB	Current Status:
Application Type:	Expedited	Meeting:
Clock Status:	Start (0/21) days elapsed.	Assigned Review:
Conflicted Users:	None	

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

Section	Questions
Part 1: Application Form	Principal Investigator Other Project Personnel Research Information Funding Disclosures
Part 2: Research Protocol	Purpose Background/Significance Location/Facility/Equipment Subjects/Informed Consent Subject Compensation Duration Research Design Risks
Part 3: Supporting Documents	Supporting Documents
Signature(s) & Assurances	Signatures

- Here are the actions available to you within the Review Application mode:
- **Next** and **Previous** to move backwards and forwards between questions and sections.
 - **Navigate** to return to the Form Overview page.
 - **Timeline** to return to the Project Timeline page.
 - **Print** to download a pdf of the submission for printing.
 - **Documents** to access the documents uploaded with the submission.
 - **Panel Comments** to view other reviewer's comments on individual sections of the form.
 - **Form Comments** to add comments and view other reviewer's comments on the overall submission.
 - **New Comment** to add a new comment to individual sections of the form.
 - **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

The screenshot shows the 'IRB Application Form' interface. On the left is a sidebar with a 'Work Area' dropdown and an 'Actions' dropdown menu. The 'Actions' menu contains several options: 'Previous', 'Next', 'Navigate', 'Timeline', 'Print', 'Documents', 'Panel Comments', 'Changes', and 'Form Comments'. The 'Form Comments' option is circled in blue, and a blue arrow points to it from a text box. The main content area displays the 'Project Id: 76' and a section for the 'Principal Investigator' with a message: 'A Principal Investigator (PI) must be designated for any human research personnel associated with this protocol. For the re'. Below this are input fields for 'Title' (Dr.), 'First Name' (Ana), and 'Last Name' (Hagendorf).

Work Area >

Actions ▾

Previous Next Navigate

Timeline Print Documents

Panel Comments Changes **Form Comments**

Project Id: 76

Principal Investigator

A Principal Investigator (PI) must be designated for any human research personnel associated with this protocol. For the re

Title

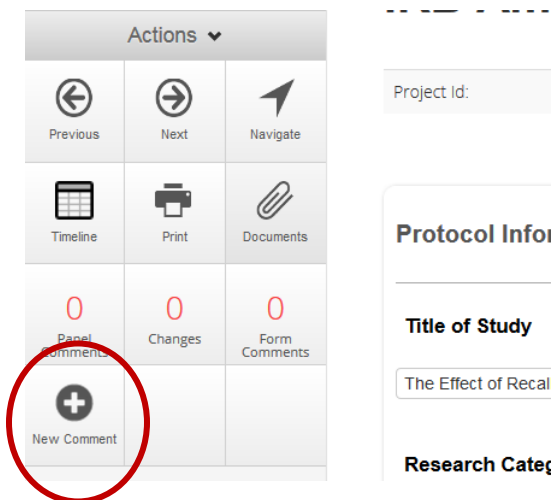
First Name

Last Name

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

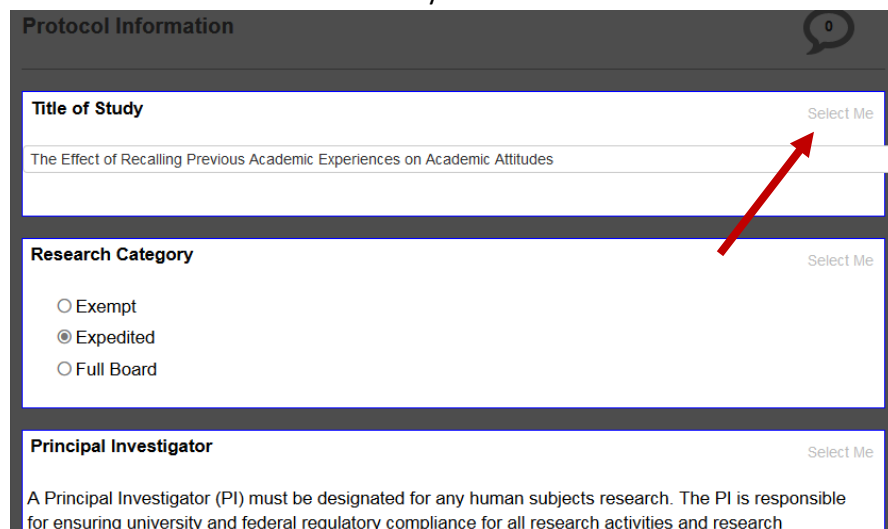
Adding Panel Comments

Click on “New Comment” under the Actions menu:



The image shows a user interface with an 'Actions' dropdown menu on the left and a 'Protocol Info' section on the right. The 'Actions' menu is a grid of icons: 'Previous', 'Next', 'Navigate', 'Timeline', 'Print', 'Documents', 'Panel Comments', 'Changes', 'Form Comments', and 'New Comment'. The 'New Comment' icon, which is a plus sign inside a circle, is circled in red. The 'Protocol Info' section includes a 'Project Id' field, a 'Title of Study' field containing 'The Effect of Recal', and a 'Research Cate' field.

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



The image shows a 'Protocol Information' section with three main areas: 'Title of Study', 'Research Category', and 'Principal Investigator'. Each area has a 'Select Me' button in the top right corner. A red arrow points to the 'Select Me' button for the 'Title of Study' section. The 'Title of Study' text is 'The Effect of Recalling Previous Academic Experiences on Academic Attitudes'. The 'Research Category' section has three radio button options: 'Exempt', 'Expedited' (which is selected), and 'Full Board'. The 'Principal Investigator' section has a text area with the instruction: 'A Principal Investigator (PI) must be designated for any human subjects research. The PI is responsible for ensuring university and federal regulatory compliance for all research activities and research'.

- 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


- 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:

Recruitment 0

Upload recruitment materials (e.g., emails, flyers, scripts for in-person recruitment)

Type	Document Name	File Name	Version Date	Version	Size	View
Recruitment Materials	Recruitment Email	Recruitment Email.docx	08/05/2016	1	11.1 KB	<div style="border: 2px solid blue; padding: 2px; display: inline-block;"> Download </div>

Download document here to view.



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).

IRB Application Form

Comments + Add Comment x

Comment	Date Added	Owner
<input type="text" value="Correct typo on paragraph 2: change 'interview sight' to 'interview site.'"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	Now	You
On paragraph 3, change "The interview participants will be anonymous" to "The interview data and participant identifying information will be kept confidential."	Friday, August 5, 2016 at 10:00 PM	You

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

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

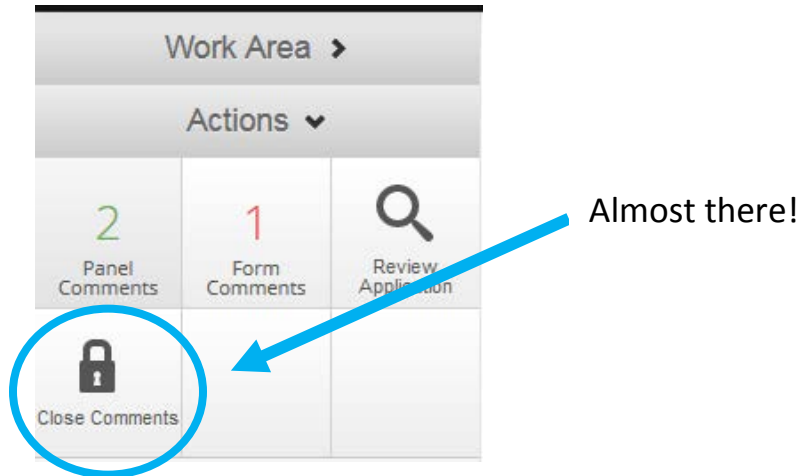
Work Area >

Actions ▾

← Previous	→ Next	↗ Navigate
Calendar icon 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:



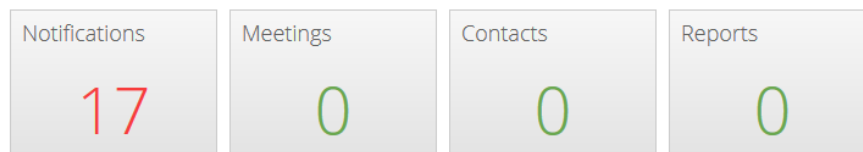
- d. **Enter your overall recommendation for the submission again** in the **Timeline Notes** (this will become part of the permanent record for the project, with your name and a timestamp), then click the green **Close Comments** button:

A screenshot of a 'Close Comments' dialog box. The title bar says 'Close Comments' with a close button (X) on the right. Below the title bar, there is an 'Action Date:' label followed by a dropdown menu showing 'Now'. Below that is a 'Timeline Notes:' label followed by a text input field containing the text 'Recommend approval with revisions.'. At the bottom right of the dialog, there are two buttons: a green 'Close Comments' button and a grey 'Close' button. The 'Close Comments' button is circled in red.

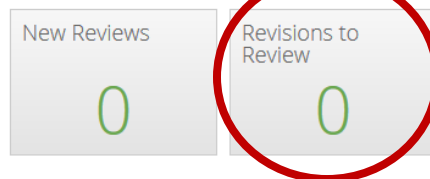
- **What Happens Next:** The submission will remain in your **New Reviews** tile until all reviews have been completed. After all reviews have been completed, the administrator will close the comments on the submission. The submission will then move to the **Comments Closed** tile. If revisions have 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

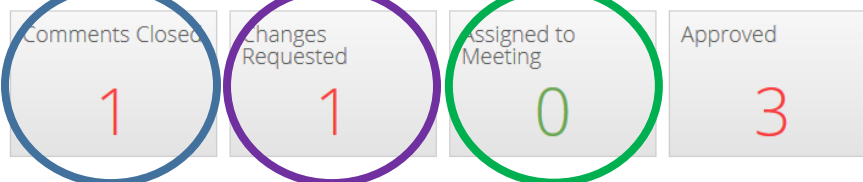
General



Reviewer Inbox



Reviewer Outbox



- **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 screenshot shows the 'Research Ethics Review' interface. The top navigation bar includes 'Research Ethics Review' and 'Work Area'. Below this is a 'Work Area' dropdown menu and an 'Actions' dropdown menu. The sidebar contains several tiles: 'Timeline', 'Print', 'Documents', 'Panel Comments' (0), 'Changes' (3, circled in yellow), and 'Form Comments' (0). The main content area displays 'Project Id: 76' and a table titled 'IRB Application Form'.

Section	Questions
Part 1: Application Form	Principal Investigator C
Part 2: Research Protocol	Purpose Background/
Part 3: Supporting Documents	Supporting Documents
Signature(s) & Assurances	Signatures

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:

Project Id:	76	Version:
-------------	----	----------

Note: The applicant has changed an answer within this panel since the last submission. [View Previous](#)



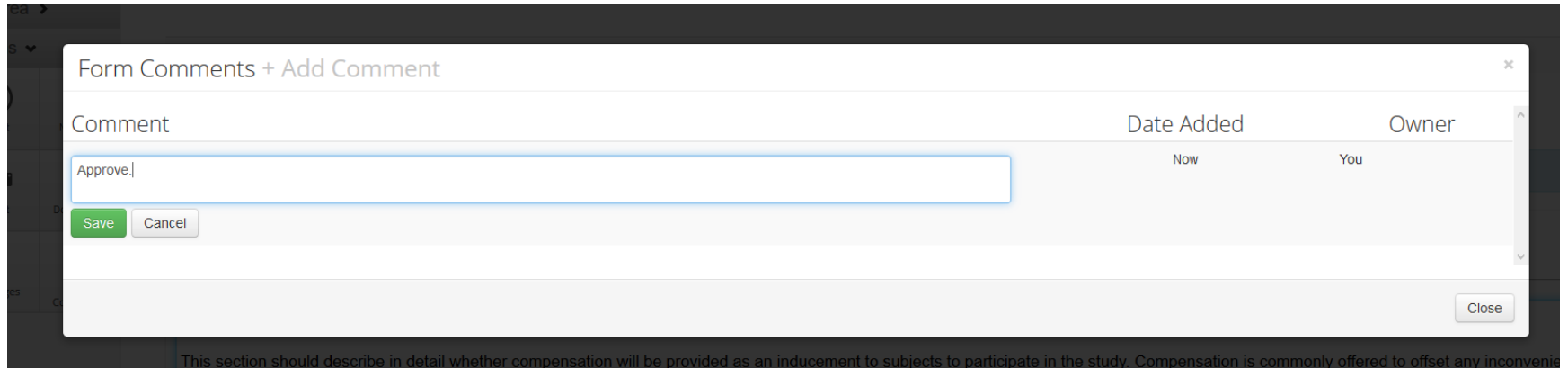
Subject Compensation

This section should describe in detail whether compensation will be provided as an inducement to subjects to participate in the study. Compensation or expense that the subject may have. State the type and amount of compensation to be offered and when it will be paid. If there will be a delay. Whether a particular type of compensation for subject participation in research is appropriate or not will be evaluated on a per-protocol basis.

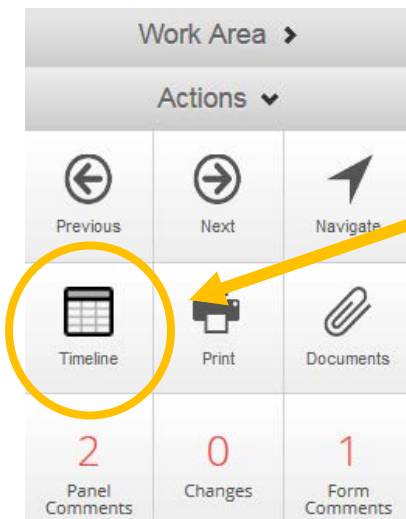
Subjects will not be compensated.

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:

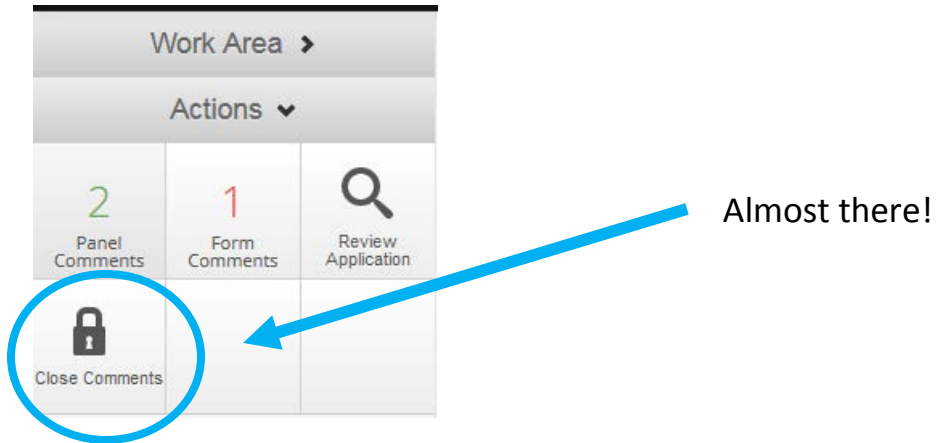


- Click on the **Timeline** tile to navigate back to the **Project Timeline** page:

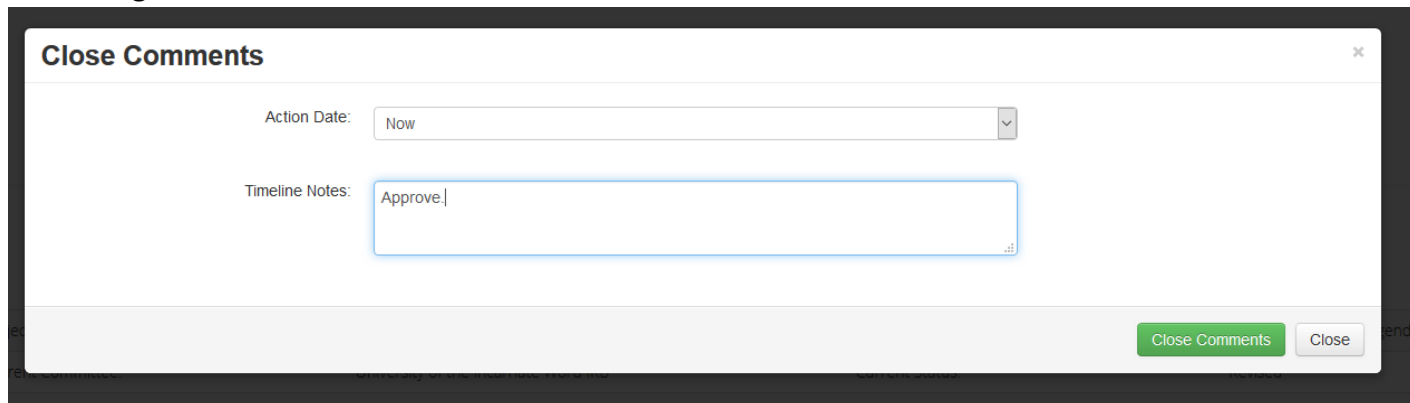


You're not done yet!

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



- 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:



A screenshot of a 'Close Comments' dialog box. It features an 'Action Date' dropdown menu set to 'Now' and a 'Timeline Notes' text area containing the word 'Approve'. At the bottom right, there are two buttons: a green 'Close Comments' button and a grey 'Close' button.

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