Locating Studies Assigned to You for Review

From your Dashboard, you will see:

- **My Inbox**: Items that require you to take action (may include both applications for you to take action on as a researcher and application for you to review as an IRB member).
- **My Reviews**: Items assigned to you to review. These are a subset of the items in My Inbox.
- Create menu and buttons: Actions you can perform. The menu will not show if you do not have access to any buttons.
- Recently Viewed: The last several items you viewed. Look here for an item you worked on recently.

Locating Meeting Agendas

As a committee member, you can access a meeting agenda from the agenda notification email or by navigating to it in BruinIRB.

1. In the Top Navigator, click **IRB** and then **Meetings**.
2. From the list of meetings, click the name of the meeting. The meeting workspace displays the list of agenda items.
3. Access all items assigned to the agenda in the Agenda Items tab
   OR
   Click the agenda link for a printable agenda document or you will see a list of all the protocol that are on the meeting agenda in the meeting workspace.

Review A Submission

You will receive an email when a study has been assigned to you to review and the submission will appear in your IRB inbox. Review comments and related files are not visible to study team members.

To review the submission pages:

1. Click Review Study and review each section. You can scroll through the submission or use the Left Navigator to jump to specific sections of the form.
2. To see what changed between this and a previous version, look in the Compare section of the Left Navigator.

3. After reviewing each section, select the check-box at the bottom to indicate you have reviewed it. Note: This Review Tracker feature is optional and does not stop a submission from moving forward in the review process.

4. The section turns green, and a green check mark appears in the Left Navigator.

5. If the submission is edited later, the green check mark is removed and a pencil icon is added, indicating to review that section again.
6. Click the **Reviews** tab to access reviews completed by staff, other committee reviewers, and yourself.

![Tab List]

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**Prepare Review Comments for a Committee Meeting**

Review comments and related files are not visible to study team members and are purged from the system when the approval letter is sent.

1. From the submission workspace, click **Add Review Comments**.

   ![Add Review Comments]

2. Type your notes for other committee members.
3. Add any documents you want to share with other committee members.
4. Click **OK**. The review comments and attachments will appear on the Reviews tab of the submission workspace.