Locating Studies Assigned to You for Review

From your Dashboard, you will see:

- **My Inbox**: Items that require you to take action.
- **My Reviews**: Items assigned to you to review. These are a subset of the items in My Inbox.
- **Recently Viewed**: The last several items you viewed. Look here for an item you worked on recently.

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.

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### Request Clarification Directly from the PI

If you have questions for the study team or require they make a change to the submission, use the request clarification feature to communicate back and forth with the team. When all questions have been answered or changes made, you can submit your review.

1. From the submission workspace, click **Request Clarification by …**.

2. Type your clarification request.

3. Click **OK**.

   The PI will receive an email about your request.

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### Submit a Designated Review

Recording your decision completes the designated review and moves the submission forward in the review process.

1. From the submission workspace, click **Submit Designated Review**.

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2. Complete the Submit Designated Review page and indicate if continuing review is required.
3. Under Supporting documents, add any documents related to your review.
4. Select the check-box affirming that you do not have a conflict of interest.
5. Click **Yes** if you are ready to submit your review. If not, click **No**, and the information you entered will be saved. You can submit your review later.
6. When finished, click **OK**.

If you said Yes, the submission moves to the IRB coordinator’s inbox so the coordinator can send a determination letter to the PI.