1. IRB Member (Protocols for Review)

When you open your Reviewer Home Page, you will see a table labeled IRB Member (Protocols for Review). This table is divided into 6 sections NEW, AMENDMENT, CONTINUING REVIEW, INCIDENT REPORT, PROTOCOL DEVIATION REPORT, and STUDY CLOSURE FORM. These sections reflect the types of submissions that may be received for review.

- Each section can be collapsed and re-opened by clicking on the arrows in the table on the right.
- Information in these sections can be sorted by clicking on the column title.
- Protocols for Full Board review are highlighted in a salmon color.
- Protocols for Expedited review are not highlighted. Usually, only the CPHS-1 and CPHS-2 Chairs and Vice-Chairs receive protocols for Expedited review.

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<table>
<thead>
<tr>
<th>Role</th>
<th>Protocol ID</th>
<th>Principal Investigator</th>
<th>Title</th>
<th>Protocol Event</th>
<th>Panel</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter</td>
<td>2010-05-1552</td>
<td>TEST, EMP-FACULTY</td>
<td>Test Protocol Number 542</td>
<td>Assigned as Reviewer</td>
<td>Adrianne</td>
<td>07/23/2010</td>
</tr>
<tr>
<td>Presenter</td>
<td>2010-05-1788</td>
<td>TEST, EMP-FACULTY</td>
<td>Test Protocol 823</td>
<td>Assigned as Reviewer</td>
<td>Diana</td>
<td>09/17/2010</td>
</tr>
<tr>
<td>Presenter</td>
<td>2010-07-1803</td>
<td>Chahalani, Satya</td>
<td>Satya’s Test Protocol</td>
<td>Assigned as Reviewer</td>
<td>CPHS-2 (Full Board)</td>
<td>08/20/2010</td>
</tr>
<tr>
<td>Reviewer</td>
<td>2010-07-1803</td>
<td>Nancy HAN</td>
<td>Nancy’s Test Protocol</td>
<td>Assigned as Reviewer</td>
<td>CPHS-2 (Full Board)</td>
<td>08/20/2010</td>
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<td>NPR</td>
<td>2010-07-1902</td>
<td>Neil, Neil D MAXWELL</td>
<td>Naive Test Protocol</td>
<td>Assigned as Reviewer</td>
<td>CPHS-2 (Full Board)</td>
<td>09/20/2010</td>
</tr>
</tbody>
</table>
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Important Note: During the transition from a paper process to the new online system, continuing review (renewal) applications for protocols that were approved before eProtocol are entered into the system as new applications and will therefore appear in the NEW section of the table. Renewals can be distinguished from new applications because the old CPHS Protocol number will be referenced in the Protocol Information section and a Study Renewal Form will be included as an attachment.

For Expedited protocols, we have dedicated specific panels for the review of renewals for tracking purposes. However, renewals for Full Board protocols will be mixed in with the new applications.
2. Role

The Role column shows your role in relation to the review of the protocol. There are three possible options:

- **NPR** – This stands for Non-Primary Reviewer. It means that you will be present for the review and discussion of the protocol, but have NOT been assigned as Primary or Secondary Reviewer.

- **Presenter** – This means that you are Primary Reviewer and Presenter of the protocol.

- **Reviewer** – This means that you have been assigned as Secondary Reviewer of the protocol.

3. Protocol Event

The Protocol Event column reflects the current status of the protocol. The two listed below call for action by the Reviewer.

- **Assigned as Reviewer** – This signifies that the submission has been assigned to the Reviewer(s) for the first time. The Reviewer can at this time click on the link and enter comments or recommend approval.

- **Responses Received (Cycle #)** – This signifies that comments from the Reviewer(s) were sent to the Investigator and responses have been received. The Reviewer can at this time click on the link and enter comments or recommend approval.

4. Panel

The Panel shows the name of the panel to which the submission has been assigned. The Full Board review panels are CPHS-1 and CPHS-2. For Expedited review panels, the panel is named after the OPHS Analyst processing the submission.

5. Meeting Date

Every protocol has to be assigned to a Meeting Date. For Full Board protocols, this is the date at which the committee will convene to review the protocols. For Expedited protocols, this date is essentially meaningless and can be ignored.