

## Review Protocol

- A) Go to <https://eprotocol.berkeley.edu> and log in to the system using your **CalNet ID** and **Password**.
- B) Click on the **IRB** tab.



- C) The system should, by default, take you to the Reviewer Homepage. If it does not, go to the Reviewer Menu and click on **Reviewer Home**.



- D) On your Reviewer Home Page, you will see a list of protocols. Protocols for Full Board review will be highlighted and protocols that are not highlighted are for review by Expedited procedures. In general, only the CPHS Chairs and Vice-Chairs will receive protocols for Expedited review (meeting dates for Expedited protocols can be disregarded).

Click on the **Assigned as Reviewer** or **Responses Received** link. This will take you to the Comments screen where you can review the protocol and write comments.

- Alternatively, you can click on the Protocol ID link to view the protocol, but cannot comment from here.

A screenshot of the 'IRB Member (Action Items)' table in the Berkeley eProtocol system. The table has columns for Role, Protocol ID, Principal Investigator, Title, Protocol Event, Panel, and Meeting Date. Two rows are visible, both with orange backgrounds. Red arrows point to the Protocol ID and Protocol Event columns. The first row shows a Presenter role for protocol ID 2015-12-3924, with the event 'Assigned as Reviewer'. The second row shows a Presenter role for protocol ID 2015-12-3923, also with the event 'Assigned as Reviewer'.

| Role      | Protocol ID                  | Principal Investigator | Title                          | Protocol Event                       | Panel  | Meeting Date |
|-----------|------------------------------|------------------------|--------------------------------|--------------------------------------|--------|--------------|
| Presenter | <a href="#">2015-12-3924</a> | EMP-FACULTY TEST       | SBS exempt nov 2015 changes    | <a href="#">Assigned as Reviewer</a> | CPHS 1 | 01/03/2016   |
| Presenter | <a href="#">2015-12-3923</a> | EMP-FACULTY TEST       | bio exempt nov 15 changes test | <a href="#">Assigned as Reviewer</a> | CPHS 1 | 01/03/2016   |

E) To view the protocol:

- o Click on **Get Protocol**.

eProtocol » Reviewer » [Home](#) » Comments

Protocol ID: [2014-09-3789](#) (EMP-FACULTY TEST)  
Review Type: Designated Review

[Checklist](#) [Write Comment\(s\)](#) [Get Protocol](#) [Reviewers](#) [Recommend for Approval](#)

Comments

Please click on Write Comment(s) to add Comment(s).

- o A box will appear that says “Opening the IRB protocol [Protocol Number] in View mode.” Click on the **OK** button.



- o The protocol will open in a separate window. Use the **Next** and **Previous** arrows and the blue side panel menu to navigate through the protocol.

Protocol Application Form (Biomedical Exempt) Protocol ID: 2009-03-105 (TEST, EMP-FACULTY) [Next](#)

[Spell Check](#) [Help](#) [Save](#) [Close](#)

Enter all study personnel (if not previously entered) and relevant training information. Please read [Explanation of Researcher Titles](#) before completing this section

**Principal Investigator or Faculty Sponsor\***

|                                |                   |                       |
|--------------------------------|-------------------|-----------------------|
| Name of Principal Investigator | Degree (MS/PhD)   | Title                 |
| TEST, EMP-FACULTY              |                   | Programmer Analyst IV |
| Email                          | Phone             | Fax                   |
| test@uclink.berkeley.edu       | +1 (510) 643-1234 |                       |
| Department Name                | Mailing Address   |                       |
| -----Select One-----           | 94720-3804        |                       |

UCB status (select all that apply):

Faculty  Postdoc  Grad  Undergrad  Other

ALL PIs and KEY PERSONNEL on an NIH award are required to complete NIH training or an accepted equivalent. ALL STUDENTS engaged in human subjects research are required to complete CITI training. See [Training Requirements](#) for more details.

If applicable, please insert date (mm/dd/yy) of completion in appropriate box(es) below:

|      |     |   |
|------|-----|---|
| CITI | NIH | Other Training (title & date completed) |
|      |     |   |

**Student or Postdoctoral Investigator** [Clear](#)

## Write Comments

**Note:** For Expedited protocols, you must either write and submit a comment or recommend approval for the protocol to move forward in the review process. For Full Board protocols, the OPHS staff will enter comments on behalf of the Committee.

- F) To write comments, go back to the Comments screen. Click on the **Write Comment(s)** button. Select section associated with the comment from the **Select Section** dropdown menu. Write **comment in text box** and use the radio buttons below to indicate whether a response is required.
- Click on **Cancel**, if you change your mind about writing comments.
  - Click on **Save** when you are finished or click on **Save & Add** to write another comment. If you click on Save and then decide to write another comment, click on Write Comment(s).
  - To change any saved comment, click on **Edit** button.
  - To erase a saved comment, click on **Delete** button.

eProtocol » Reviewer » [Home](#) » Comments

Protocol ID: [2015-12-3924](#) (EMP-FACULTY TEST)  
Review Type: Full Review  
Cycle: [1](#)

[Checklist](#) [Write Comment\(s\)](#) [Recommend for Approval](#) [Get Protocol](#) [Reviewers](#)

**Comments**

Select Section: [Personnel Information](#) [Save](#) [Cancel](#)

Response Necessary for Approval  Response Not Necessary for Approval [Save & Add Comment](#)

- G) To submit comment(s) to OPHS staff, click on **Submit to IRB** button.

**Note:** All comments go first to the Manager who can add any comments from the Committee's discussion of the protocol and forward them to the Investigator. The Manager also has the ability to edit comments as well as the protocol and can select which comments to send.

Protocol ID: [2015-12-3924](#) (EMP-FACULTY TEST)  
Review Type: Full Review  
Cycle: [1](#)

[Checklist](#) [Write Comment\(s\)](#) [Edit All Comments](#) [Show All Comments](#) [Submit to IRB](#) [Get Protocol](#) [Reviewers](#)

**Comments**

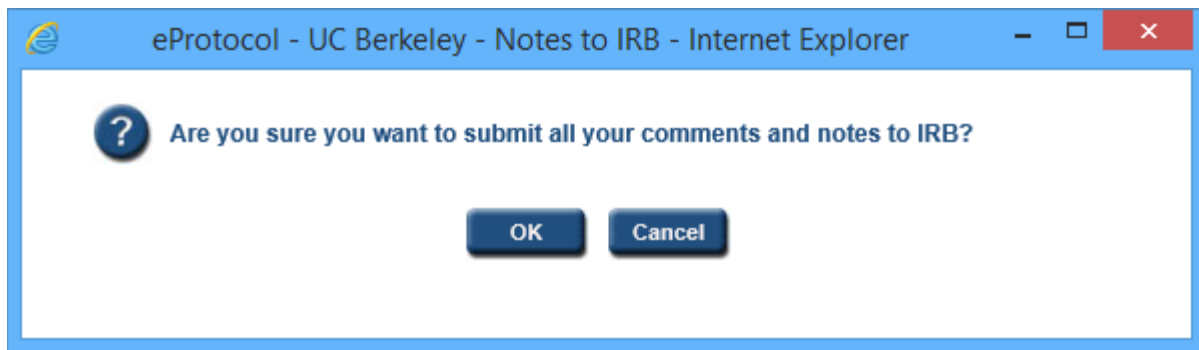
Section: Personnel Information  
Title: ADRIENNET1  
Reviewer: Adrienne Tanner (Presenter / Primary)  
Date: 12/23/2015

Select Section: [Personnel Information](#) [Edit](#) [Delete](#)

Comment 1.

Response Necessary for Approval  Response Not Necessary for Approval

H) A popup window will appear asking if you are sure you want to submit all your comments and notes to the IRB. Click on **OK**.



I) After comments have been sent, the Protocol Event column will say "Comments Sent Cycle #".

| IACUC                             |                            | IRB                    |   |   |              |              |
|-----------------------------------|----------------------------|------------------------|---|---|--------------|--------------|
| IRB Member (Protocols for Review) |                            |                        |   |   |              |              |
| NEW                               |                            |                        |   |   |              |              |
| Role                              | Protocol ID                | Principal Investigator | Title   | Protocol Event                          | Panel        | Meeting Date |
| Presenter                         | <a href="#">09-07-0046</a> | TEST, EMP-FACULTY      | Carbon Monoxide and Children's Neurodevelopment | <a href="#">Comments Sent (Cycle 1)</a> | Exempt Panel | 08/05/2009   |

## Recommend Approval

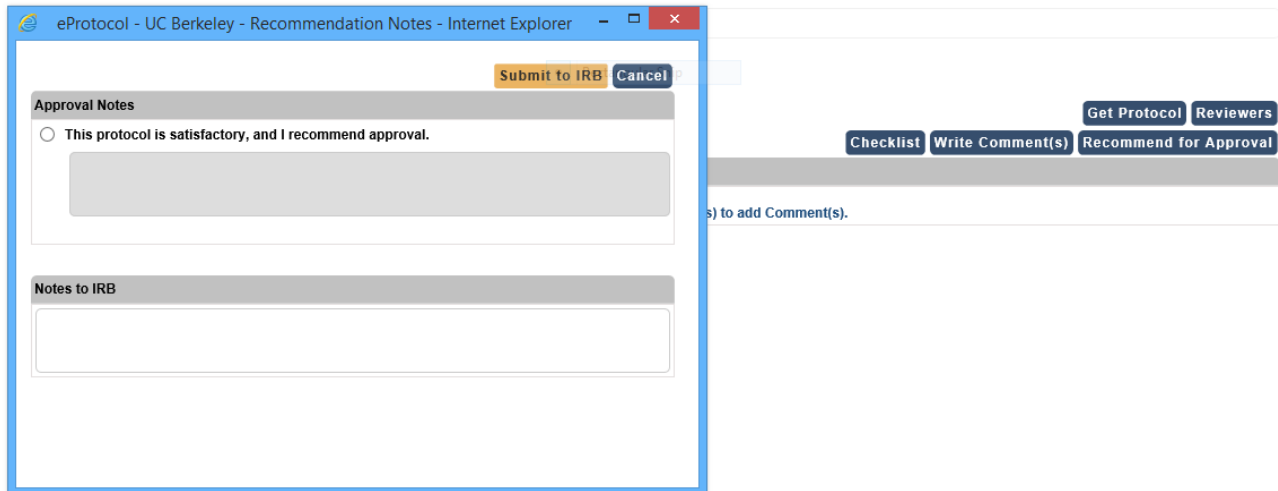
A) To recommend the protocol for approval, click on the **Recommend for Approval** button.

Review Type: Full Review



The screenshot shows the top right of the eProtocol interface. There are four buttons: 'Get Protocol Reviewers', 'Checklist', 'Write Comment(s)', and 'Recommend for Approval'. A red arrow points to the 'Recommend for Approval' button. Below the buttons is a 'Comments' section with a text area and the instruction: 'Please click on Write Comment(s) to add Comment(s)'.

B) An Approval Notes popup window will appear. To recommend for approval, click on the appropriate **radio button**. Write any notes to the Manager in Notes to IRB. Then, click on **Submit to IRB** to notify the Manager that you have approved the protocol.



The screenshot shows a popup window titled 'Approval Notes' with a blue border. It has two sections: 'Approval Notes' with a radio button and the text 'This protocol is satisfactory, and I recommend approval.' and 'Notes to IRB' with a text area. At the top right of the popup are 'Submit to IRB' and 'Cancel' buttons. The background shows the same eProtocol interface as in the previous screenshot, but the 'Recommend for Approval' button is no longer highlighted.

C) After your recommendation for approval has been sent. The Protocol Events column will read "Recommended for Approval".

| IACUC                             |                            | IRB                    |   |  |              |              |
|-----------------------------------|----------------------------|------------------------|---|--|--------------|--------------|
| IRB Member (Protocols for Review) |                            |                        |   |  |              |              |
| NEW                               |                            |                        |   |  |              |              |
| Role                              | Protocol ID                | Principal Investigator | Title   | Protocol Event                           | Panel        | Meeting Date |
| Presenter                         | <a href="#">09-07-0046</a> | TEST, EMP-FACULTY      | Carbon Monoxide and Children's Neurodevelopment | <a href="#">Recommended for Approval</a> | Exempt Panel | 08/05/2009   |