

Understanding Your Reviewer Home Page

1. IRB Member (Protocols for Review)

When you open your Reviewer Home Page, you will see a table labeled IRB Member (Action Items). This table is divided into 6 sections NEW, AMENDMENT, CONTINUING REVIEW, REPORT, DEVIATION, and FINAL REPORT. 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.
- Protocols for Expedited review are not highlighted. Usually, only the CPHS-1 and CPHS-2 Chairs and Vice-Chairs, and the Prisoner Representative receive protocols for Expedited review.

IACUC		IRB				
IRB Member (Action Items) ⌵						
NEW ⌵						
Role	Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
Presenter	2015-12-3924	EMP-FACULTY TEST	SBS exempt nov 2015 changes	Assigned as Reviewer	CPHS 1	01/03/2016
Presenter	2015-12-3923	EMP-FACULTY TEST	bio exempt nov 15 changes test	Assigned as Reviewer	CPHS 1	01/03/2016

Once you have completed review and recommended a protocol for approval, or sent a comment to the Analyst, the protocol will move from Action Items to Protocols for Review at the bottom of the reviewer homepage. Once the Analyst processes the approval, the protocol will disappear from your panel.

IRB Member (Protocols for Review) ⌵						
NEW ⌵						
Currently there are no Submitted protocols to process.						
AMENDMENT ⌵						
Role	Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
Presenter	2011-08-3513	Sridevi Gummadi	Domestic Violence in Women's Migration Trajectories Betwe...	Recommended for Approval	Adrienne	01/03/2016
CONTINUING REVIEW ⌵						

2. Role

Role

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

NPR

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

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

Reviewer

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](#)

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 \(Cycle 2\)](#)

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.

NEW						
Role	Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
Reviewer	2015-12-3922	Kiran Kumar Muvvala	Biomedical Exempt	Assigned as Reviewer	CPHS 1	01/03/2016
AMENDMENT						
Role	Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
Presenter	2011-08-3513	Sridevi Gummadi	Domestic Violence in Women's Migration Trajectories Betwe...	Assigned as Reviewer	Adrienne	01/03/2016

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.