

PPHS Rejection/Acceptance Process

This document is for the PPHS Analyst who is conducting the acceptance/rejection process for a submission. *This process happens immediately after the submission has passed the Intake process.*

[Intake]

1. A task appears on your To Do List labelled **Review PPHS Protocol Submission...** Notice that it does not say **MACRO** or **MICRO**. Because offices have not been assigned yet, there is no MACRO or MICRO yet.
2. Click into the **Review...** task. [Title for this page is Process Review: PPHS/Macro and AnalystReview.]
3. Click through the submission. Examine the contents of the submission to determine if it is ready for acceptance.

Ready to be Accepted

4. If the submission **is ready** to be accepted:
 - a. From the **Action** drop-down menu, select **Reassign Analyst**.
 - b. From the **Analyst** drop-down menu, select the Analyst to whom you will send this submission.
 - c. Click the **Submit** button.
 - d. The task is removed from your to do list. You are finished

If the submission **needs to be rejected**, continue with the following steps.

Not Ready to be Accepted

5. Click through the submission, leaving review comments at the field level wherever needed.
6. As you leave comments, they are summarized under the **Comments** tab.
7. You can also leave general comments in the **General Comments** field, although field-level comments are preferred and should be used whenever possible.
8. When you finish leaving comments, from the drop-down on the left select **Return to PI**.
9. Click the **Submit** button.
10. The **Review...** task is removed from your to do list. You are finished.