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.