

Processing the PPHS Macro Task

For this process, you will process the reviews that have been completed in the PPHS office. This process is for Exempt and Expedited submissions. Processing a Full-board submission is a more complex variation of this process.

Situation

- Your To Do List contains a MACRO task for the submission. The task is labeled **Review PPHS Protocol Submission (PPHS:MACRO)**.
- In addition to the MACRO task, there is a notification on your To Do List. The notification is labeled **PPHS Protocol...** and indicates **Micro Office Reviews Complete**.
- Prior to this procedure, you completed the process for *Processing the PPHS Micro Task*.

Steps

1. Leave the notification for **PPHS Protocol... Micro Office Reviews Complete** on your To Do List until you are ready to process the **MACRO** task. This is a useful reminder.
2. When you are ready to process the **MACRO** task, click into the **PPHS Protocol... Micro Office Reviews Complete** notification.
3. The page is labeled **Reviews Complete** and contains a notice that **All Micro Office reviews have been completed... Please proceed with the Macro review**.
4. Click the Exit button. You are returned to the home page and the notification is removed.
5. Click into the **MACRO** task.
6. The page is **Process Review: PPHS/Macro** and contains a notice that **All Micro Office reviews are complete...**
7. From the **Action** drop-down menu, select **Setup Review**.
8. The **Review Dashboard** tab is displayed. Click the **Add Review** button.
9. At the bottom of the tab, you should see a review row that you added during the process *Adding a Micro Review*. It has a red **X** at the beginning of the row.
10. If needed, to expand the row, click the check box at the right end of the row. The row might already be expanded.
11. The review row expands, and takes over the display of the list.
12. Select the appropriate **Review Type** and **Review Process**.
13. Based upon the recommendations of the MICRO review offices, select a **Motion**.
14. The red **Set Result** button appears. Click it.
15. The screen refreshes. The review row collapses, and on the left you see a blue **Develop Response Submission** button. *If you're approving, skip to Step 20. If you're not approving, proceed to the next step.*
16. Click the **Develop Response Submission** button. If prompted to confirm your decision, click **OK**.
17. The screen refreshes. The title of the page is **Prepare Response Submission: PPHS/Macro**.
18. The comments from all of the offices are *consolidated*. You can see them listed under the **Comments** tab. For individual fields, the comments from each office are preceded with the initials of that office (PPHS, FACTS, IDS, etc).
19. The comments are editable. Edit them as needed. You can edit, delete, and add comments at this point.

Processing the Macro Task

You are editing the comments that will be sent to the research team. These are the comments of record for the research team.

20. Click the **Submit** button. If prompted to confirm your decision, click **OK**.
21. The **MACRO** tasks closes, and is removed from your To Do List.

The response that you developed in this process is sent to the PI. The status of the submission is updated to reflect the decision.