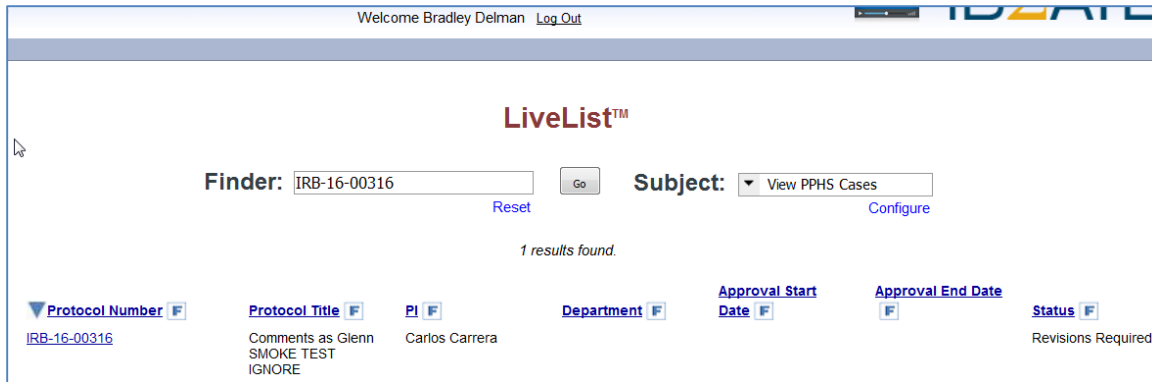


Examining Past Reviews

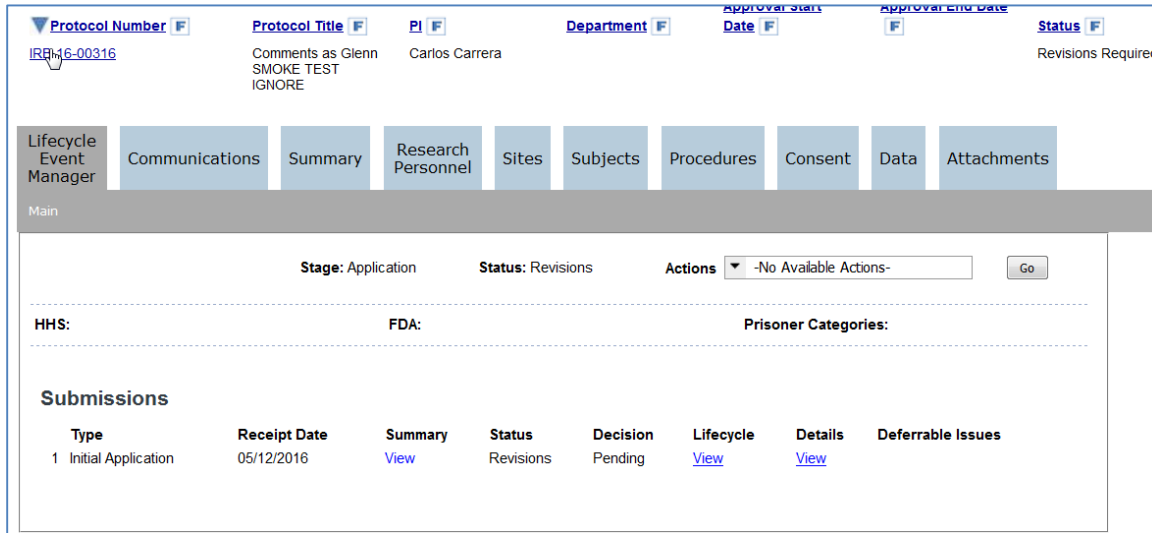
This document is for PPHS Analysts and Board Members. You have the ability to examine all of the past reviews of all protocols in the system. This is for reviews that you conducted, and that others conducted. If you want to answer the question, “What did I say on my review of this protocol?” or “What did other reviewers say about this protocol?” this is the process.

1. In your LiveList, find the protocol:



Notice that the user is logged in as Bradley Delman. Also notice that the **Subject** drop-down is set to **View PPHS Cases**.

2. Click the protocol number. The protocol is displayed in the LiveList:



Conducting a Pre-review

- Click the **Details View** link. The Details window is displayed:

Submission Type: Initial Application

Protocol: IRB-16-00316 [Print](#)

[Review Dashboard](#) |
 [Summary](#) |
 [Research Personnel](#) |
 [Sites](#) |
 [Subjects](#) |
 [Procedures](#) |
 [Consent](#) |
 [Data](#) |
 [Attachments](#)

Version 1

Date	Duration	Office	Type	Process	Decision	Reviewer(s)		
5/12/2016	0 days, 0 hrs, 6 mins	Macro	Intake	Administrative	Assigned Analyst	David Dalton	<input type="checkbox"/>	
5/12/2016	0 days, 0 hrs, 10 mins	Macro	Analyst	Administrative	Assigned Offices	Lori Jennex	<input type="checkbox"/>	
5/12/2016	0 days, 0 hrs, 21 mins	Macro	Analyst	Administrative		Lori Jennex	<input type="checkbox"/>	
5/12/2016	0 days, 0 hrs, 18 mins	PPHS	Analyst	Administrative	Setup Review	Lori Jennex	<input type="checkbox"/>	
5/12/2016	0 days, 0 hrs, 17 mins	PPHS	Member Review	Non-Committee Review	Revisions Required	Glenn Martin	<input type="checkbox"/>	
5/12/2016	0 days, 0 hrs, 1 mins	Macro	Administrative Review	Administrative *	Revisions Required	Lori Jennex	<input type="checkbox"/>	
5/12/2016	0 days, 1 hrs, 53 mins	Research Team	Revision	Status = Complete				

- Select the **Review Dashboard** tab, and scroll down to the row for the review that you want to examine.
- On the row for the review that you want to examine, click the check box:

5/12/2016	0 days, 0 hrs, 17 mins	PPHS	Member Review	Non-Committee Review	Revisions Required	Glenn Martin	<input type="checkbox"/>
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- The row expands. If you see another check box next to the reviewer's name, click it to drill down further:

Date	Duration	Office	Type	Process	Decision
5/12/2016	0 days, 0 hrs, 17 mins	PPHS	Member Review	Non-Committee Review	Revisions Required

Review Type Member Review **Review Process** Non-Committee Review **Board** Mount Sinai School of Medicine IRB #7 - NFL

IRB Member Conflicts:

Reviewer(s)

Name	Assigned	Status	Review Date	Decision	
Glenn Martin	05/12/2016	Complete	05/12/2016	Revisions Required	<input type="checkbox"/>

- When the **Reviewer(s)** row expands, you will see an **Examine Review** link for that review. Click the link:

Reviewer(s)

Name	Assigned	Status	Review Date	Decision	
Glenn Martin	05/12/2016	Complete	05/12/2016	Revisions Required	<input checked="" type="checkbox"/>

Attachment	Type	Version Date	Decision	
IRB Protocol Application	Protocol	05/12/2016	Revisions Required	Examine Review

Conducting a Pre-review

8. A new window will launch. This will display the review that the reviewer submitted:

Comments as Glenn SMOKE TEST

Protocol Number: IRB-16-00316 IRB Application
IGNORE

Principal Investigator: Carlos Carrera

Comments & Changes
Summary
Research Personnel
Sites
Subjects
Procedures
Consent
Data
Attachments*
Review Resources

Member Review /

PI Response:

Location	Field	Original Value	Current Value	Comment	Action	Justification
Data >> Collection	Data Collection Source(s)		Clinical Database	PPHS: 1. Please clarify if data will be extracted from any other source besides SEER.	Using New Value	
Data >> Storage	Location Where Data Will Be Stored	The data will be stored in the PI's office computer (Cubicle 8, L2-70, Icahn building, Icahn medical school at Mount Sinai, that is password protected, and is only accessible to PI	The data will be stored in the PI's office computer (Cubicle 8, L2-70, Icahn building, Icahn medical school at Mount Sinai, that is password protected, and is only accessible to PI. I confirm that the data collection form will be password protected, and stored on the secured drive or encrypted.	PPHS: 1. Please confirm the data collection form will be password protected, stored on a secure drive or encrypted.	Using New Value	
Exemption >> Category	Exemption Categories	1 4	4	PPHS: 1. Please de-select exempt 1, as the project falls into exempt category 4 only.	Using New Value	

Summary of Comments:

Location	Field	Current Value	Comments
Attachments	Document type / Name	Advertisement - Bulletin Board Notices Notes / Sprint10A tests 5-12 AM.xlsx	Comments as Glenn
Attachments	Document type / Name	Advertisement - E-mails / ConsentDoc2.pdf	Comments as Glenn

Notes About Navigating Around a Past Review

Comments & Changes Tab

Under **PI Response**, you see the comments that were sent to the PI by the PPHS during the previous review. You also see the changes that the PI made, if any, in response to those comments.

Summary of Comments

In this section, you see the comments that the reviewer left during this review. As always, these comments will be reviewed by the PPHS analyst before they reach the PI.

Summary, Research Personnel, and Other Blue Tabs

The light blue tabs display the actual contents of the submission.

Red Asterisks

The red asterisks denote where the reviewer left comments during this review. Also, if the PI made any changes as a result of the previous review, the tabs where those changes were made will be marked with an asterisk.

Comments & Changes
Summary
Research Personnel
Sites
Subjects
Procedures
Consent
Data
Attachments*
Review Resources

Previous Documents

Type	Name	Version	Status	History	File name/ Uploaded Date	Comments	Marked Up Version [?]	Previous Version	New Version
X Advertisement - Bulletin Board Notices Notes	<input type="text" value="Sprint10A tests 5-12 AM.xlsx"/>	<input type="text" value="1"/>	New		Sprint10A tests 5-12 AM.xlsx 05/12/2016	View		View	Upload
X Advertisement - E-mails	<input type="text" value="ConsentDoc2.pdf"/>	<input type="text" value="1"/>	New		ConsentDoc2.pdf 05/12/2016	View			

[Comments as Glenn](#)