

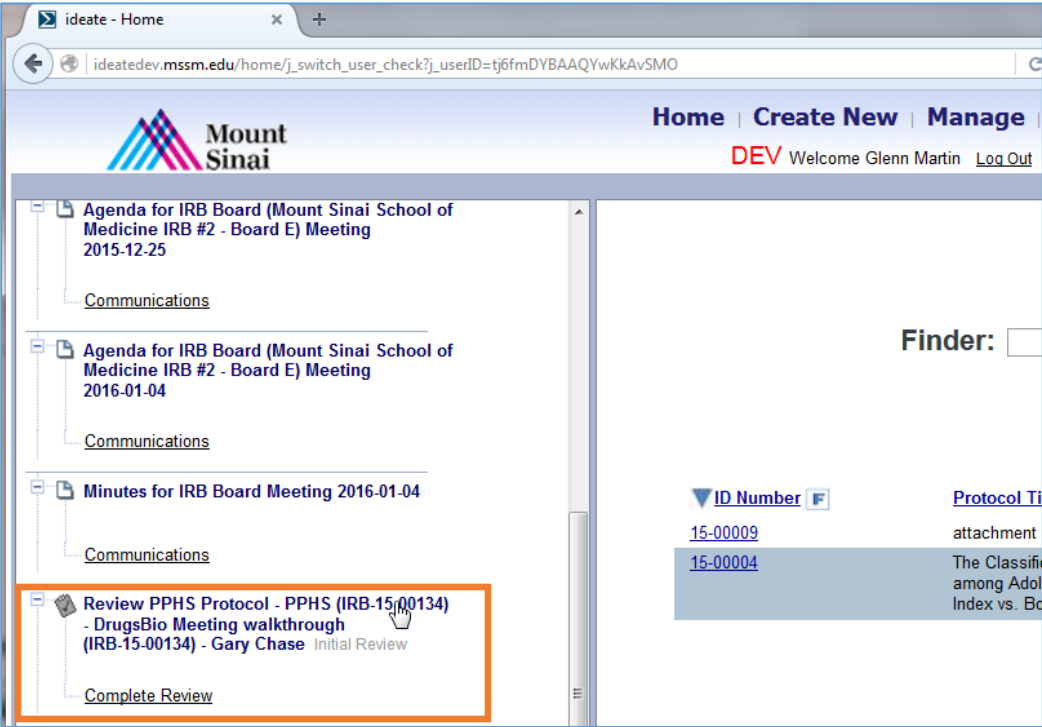
How to Review a Submission for a Board Meeting

These instructions are for a Board Member who has been assigned a protocol to review, for the purpose of presenting that protocol at a board meeting.

This process looks like any other review, except that after you click into the task, you see the subtitle **IRB Member Review**. That phrase, **IRB Member Review**, indicates that you are conducting a review for the purpose of presenting the submission at a board meeting.

During this process, you will select a **Recommendation**. No matter what Recommendation you select, this submission is going to the full board for review.

1. On your To Do List, you see a task like this:



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- After clicking into the task, you see the subtitle **IRB Member Review** and the submission is displayed:

- If the Analyst who sent this left any field-level comments, they will be shown under the **Comments** tab. Also, they will be indicated with a red asterisk on the tab under which the comment resides.

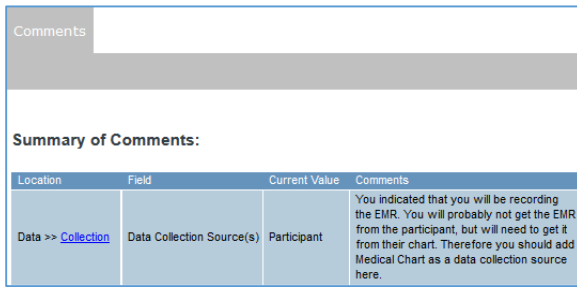
Summary	Research Personnel	Sites	Subjects	Procedures	Consent	Data	Drugs / Biologics	Financial Administration*	Attachments*	Comments
Summary of Comments:										
Location	Field	Current Value	Comments							
Financial Administration	Payment Option	2	This requires an MCA which must be uploaded under the Attachments tab.							
Attachments	Document type / Name	Consent Documents / Consent Form.docx	Consent form needs to state specific amount of compensation that participants will be give. Please upload a revised version, and also a version with track changes turned on so we can see this change.							

- Navigate from tab to tab, and leave field-level comments as needed:

<input checked="" type="checkbox"/> Participant	<input checked="" type="checkbox"/> Add Comment
<input type="checkbox"/> Medical Chart (Paper or Electronic)	You indicated that you will be recording the EMR . You will probably not get the EMR from the participant, but will need to get it from their chart. Therefore you should add Medical Chart as a data collection source here.
<input type="checkbox"/> Data Warehouse	
<input type="checkbox"/> External Site	
<input type="checkbox"/> Other Research Study	
<input type="checkbox"/> Pathology	
<input type="checkbox"/> Clinical Database	

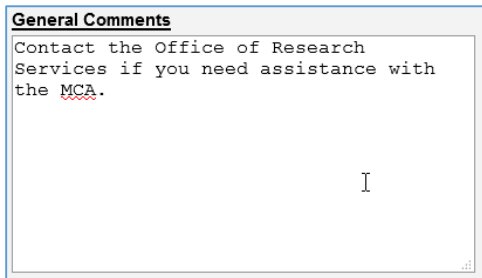
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- When you finish leaving comments, check the **Comments** tab to ensure that it contains all of the comments that you intended:



Location	Field	Current Value	Comments
Data >> Collection	Data Collection Source(s)	Participant	You indicated that you will be recording the EMR. You will probably not get the EMR from the participant, but will need to get it from their chart. Therefore you should add Medical Chart as a data collection source here.

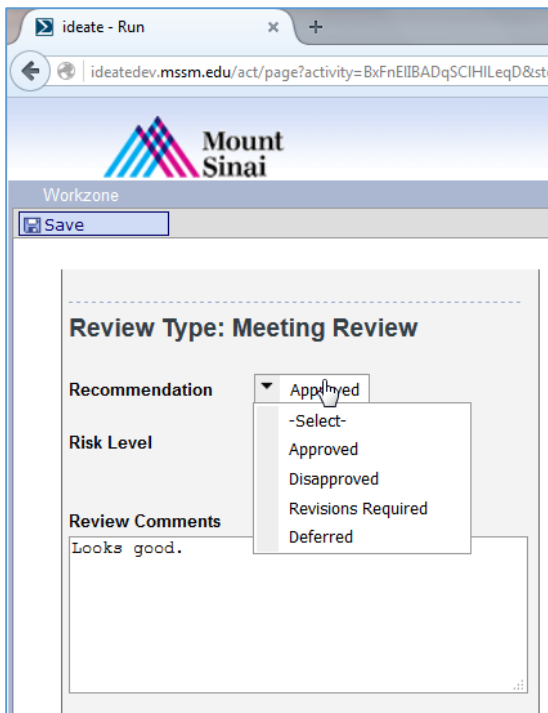
- In the **Review Comments** field in the left margin, enter generalized comments for the PPHS to the research team.



General Comments

Contact the Office of Research Services if you need assistance with the MCA.

- Select a **Recommendation** and **Risk Level**:



ideate - Run

ideatedev.mssm.edu/act/page?activity=BxFnEiIBADqSCIHLeqD&st

Mount Sinai

Workzone

Save

Review Type: Meeting Review

Recommendation Applied

Risk Level

Review Comments Looks good.

- Select-
- Approved
- Disapproved
- Revisions Required
- Deferred

Note that at this point, your recommendation is not your vote. Your actual vote will be recorded at the meeting.

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8. Click the **Submit** button:



The review is completed and the task is removed from your To Do List.