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

![Image of IRB Member Review](image1.png)

3. 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.

```
<table>
<thead>
<tr>
<th>Location</th>
<th>Field</th>
<th>Current Value</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial/Administration</td>
<td>Payment Option</td>
<td>2</td>
<td>This requires an MCA which must be uploaded under the Attachments tab.</td>
</tr>
<tr>
<td>Attachments</td>
<td>Document type / Name</td>
<td>Consent Documents / Consent Form.docx</td>
<td>Consent form needs to state specific amount of compensation the participants will be given. Please upload a revised version and also a version with track changes turned on so we can see this change.</td>
</tr>
</tbody>
</table>
```

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

![Image of field-level comments](image2.png)
5. When you finish leaving comments, check the **Comments** tab to ensure that it contains all of the comments that you intended:

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

7. **Select a Recommendation and Risk Level:**

   - **Recommendation**
     - Applied
   - **Risk Level**
     - Select
     - Approved
     - Disapproved
   - **Review Comments**
     - Looks good.

Note that at this point, your recommendation is not your vote. Your actual vote will be recorded at the meeting.
8. Click the **Submit** button:

Submit

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