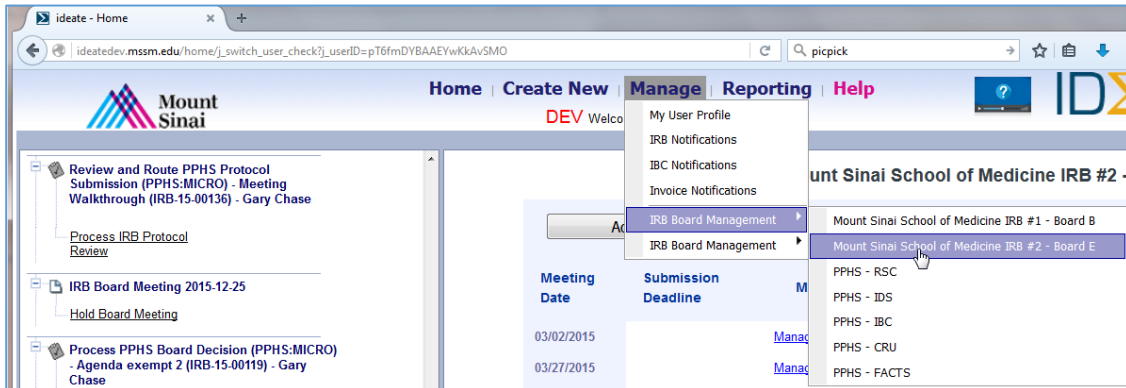


# Checking the Status of Board Reviews

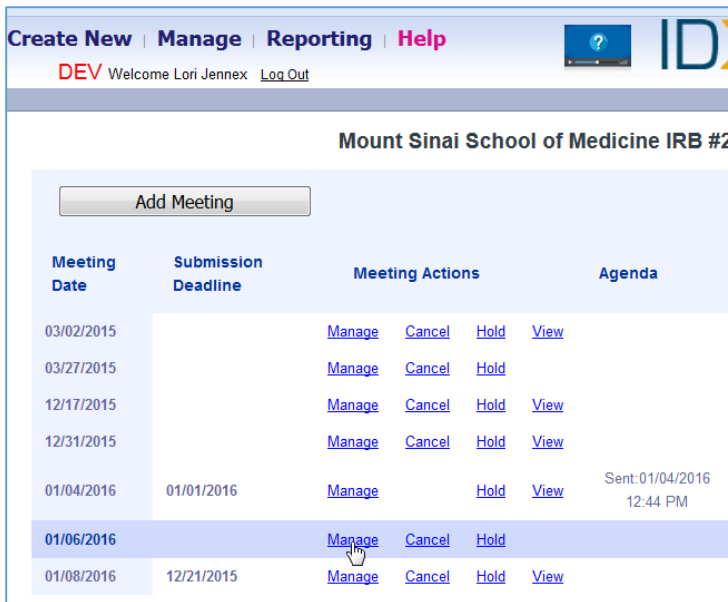
When you have assigned a protocol to be reviewed by Board members for a meeting, you can easily check on the status of those reviews.

To check that all the reviewers have done their work before a board meeting:

1. From the home page, select **Manage > IRB Board Management**.



2. Select the Board.
3. A list of meeting dates for the Board is displayed. Next to the meeting date, click the **Manage** link.



4. That opens a window for that date. All the submissions for this meeting are listed here. Also, all of the expedited submissions that were approved since the last meeting are listed here. We are

## Checking the Status of Board Reviews

interested in seeing whether the full-board submission were reviewed.

**Meeting - Mount Sinai School of Medicine IRB #2 - Board E** 01/06/2016

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Submissions   Information   Administrative Items   Attachments   Agenda

All - Initial Reviews - Continuing Reviews - Amendments - New Information - Final Reports - OTEUs

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Protocol Number	Submission Type	PI	Title	Review Process	Reviewers	Review(s)	Lifecycle	
IRB-15-00134	Initial Review	Gary Chase	Drugs/Bio Meeting walkthrough	Convened	Glenn Martin	<a href="#">Examine</a>	<a href="#">View</a>	<a href="#">Remove</a>

5. For each submission, click the **Examine** link. That opens a window for this submission.
6. Go to the Review Dashboard, and find the row for **Send to Board**. You'll see the Reviewer(s) to whom it was sent listed in this row. Expand this row by clicking the checkbox at the right end of the row.

Date	Duration	Office	Type	Process	Decision	Reviewer(s)	
12/29/2015		Macro	Analyst	Administrative		Lori Jennex	<input type="checkbox"/>
12/29/2015	6 days, 23 hrs, 20 mins	PPHS	Analyst	Administrative	Send to Board	Lori Jennex	<input type="checkbox"/>
12/29/2015		IDS	Intake	Administrative		Ivy Cohen	<input type="checkbox"/>
12/29/2015	0 days, 0 hrs, 7 mins	FACTS	Intake	Administrative	Assigned Administrator	Kelly Ware	<input type="checkbox"/>
12/29/2015	0 days, 1 hrs, 18 mins	FACTS	Analyst	Administrative	Established Determining Review	Kelly Ware	<input type="checkbox"/>
12/29/2015	0 days, 1 hrs, 17 mins	FACTS	Administrative Review	Administrative *	Approved	Kelly Ware	<input type="checkbox"/>
1/5/2016	0 days, 0 hrs, 41 mins	PPHS	Meeting Review	Convened *	Send to Board	Glenn Martin	<input type="checkbox"/>

7. Now we're looking at the Reviews for this submission. We can see the status of the reviews.

**Version 1**

Date	Duration	Office	Type	Process	Decision	Reviewer(s)	
1/5/2016	0 days, 0 hrs, 41 mins	PPHS	Meeting Review	Convened *	Send to Board	Glenn Martin	<input checked="" type="checkbox"/>

Review Type: Meeting Review   Review Process: Full Committee Review   Board: Mount Sinai School of Medicine IRB #2 - Board E   Meeting Date: 01/06/2016

IRB Member Conflicts:

Reviewer(s)

Name	Assigned	Status	Review Date	Decision	
Glenn Martin	01/05/2016	Complete	01/05/2016	Approved	<input type="checkbox"/>

8. We can also examine the individual reviews. To examine a review, click the checkbox at the right end of the row, and in the resulting window, click the **Examine Review** link. The review will open in another window.

After the Analyst confirms that all of the reviews for this meeting have been done, the Analyst can generate an agenda and send it out. If an agenda is generated before the reviews are done, that agenda will not have the reviewers' recommendations on it.