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**.

![Image of the IRB Board Management interface]

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

![Image of the IRB Board Management interface with meeting dates]

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

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.

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

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.