Determine if a Submission Needs a Full-board Review

This process is done after a submission passes the pre-review. The Analyst who has the micro task for the PPHS office must examine the submission and determine that it needs a full-board review.

2. Navigate around inside the protocol, tab-to-tab, and examine it to determine if a full board review is needed.
3. When it is determined that this is ready to go to a full board, from the drop-down Action menu, select Setup Review.
4. The Review Dashboard tab displays. Click the Add Review button.
5. A new row is added to the review history. You know that this row is yours because it is preceded by a red X. That row should automatically expand. If it doesn’t, click the check box at the right end of the row to expand it.
6. For Review Type, select Meeting Review.
7. The Review Process should automatically be set to Full Committee Review. Check to ensure that this is so.
8. Select the Board to which this submission will be assigned.
9. Select the Meeting Date at which this submission will be reviewed.

Don’t click the Send to Board button yet. You need to enter more information before sending this submission to a Board!