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.

1. On your To Do List, clicks into the micro task, **Process IRB Protocol Review**. The **Process Review: PPHS/Micro** page is displayed.
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, seldct **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!*