

Processing the PPHS Micro Task

For this process, you will process the reviews that have been completed in the PPHS office. This process is for Exempt and Expedited submissions. Processing a Full-board submission is a more complex variation of this process.

Situation

- Your To Do List contains a MICRO task for the submission. The task is labeled **Review PPHS Protocol Submission (PPHS:MICRO)**.
- If you assigned non-committee reviewer(s) in PPHS, when they have finished their reviews, the task should also indicate **Reviews Complete**. If you did not assigned any non-committee reviewer(s), you do not need to wait for this indicator.
- Prior to this procedure, you completed the process for *Adding a Micro Review*.

Steps

1. Click into the **MICRO** task.
2. Select the **Review Dashboard** tab.
3. At the bottom of the tab, you should see a review row that you added during the process *Adding a Micro Review*. It has a red **X** at the beginning of the row.
4. To expand the row, click the check box at the right end of the row.
5. The review row expands, and takes over the display of the list.
6. If you added any Reviewer(s), the status of their reviews should be **Completed**.
7. If you have not already left review comments, you can do so at this point. Click from tab to tab, leaving your field-level comments wherever needed. Only if necessary, leave general comments in the **General Comments** field on the left.
8. After you have confirmed that any Reviewer(s) you added have completed their reviews, and that you have left your own comments, click back into the **Review Dashboard** tab.
9. From the **Motion** drop-down list, select a motion.
10. The red **Set Result** button appears. Click it.
11. The screen refreshes. The review row refreshes, and on the left you see a blue **Develop Response Submission** button.
12. Click the **Develop Response Submission** button. If prompted to confirm your decision, click **OK**.
13. The screen refreshes. The title of the page is **Prepare Response Submission: PPHS/Micro**.
14. The comments from any Reviewer(s) you added, and your comments, are *consolidated*. You can see them listed under the **Comments** tab. You can also use the red markings to find where comments have been left.
15. The comments are editable. Edit them as needed. You can edit, delete, and add comments at this point.

You are editing the comments on behalf of the PPHS. These are the comments of record for the PPHS.
16. Click the **Submit** button. If prompted to confirm your decision, click **OK**.
17. The **MICRO** tasks closes, and is removed from your To Do List.

Processing the PPHS Micro Task

After all of the offices (PPHS, FACTS, IDS, etc.) have completed their MICRO tasks, the MACRO task for this submission will display **Reviews Complete**. At that point, you are ready for the process *Processing the Macro Task*.