<u>IRB Member Reviewer SOP—effective Spring 2020</u>

The submissions scheduled for your review are available in Cayuse IRB. The purpose of this SOP is to assist IRB reviewers in their review of submissions in Cayuse IRB. Remember this SOP is designed to facilitate your review any submission directly in the Cayuse IRB system. This will also assist future IRB members with getting acclimated to the system.

Please follow these instructions for accessing the submission in Cayuse IRB:

1. To view each submission in Cayuse IRB, click <u>Cayuse IRB</u>.
2. Change My Role to Reviewer (i.e., if not already set as a default role)
3. You should see all protocols scheduled for review listed under My Tasks
4. You will do this for each protocol assigned to a particular meeting or assigned to a reviewer for Expedited Review

A. Review of new Initial Submissions:

1. Click on the protocol number. This will take you to the PI's Submission Details page.

2. Click on Review (upper left directly under the protocol number and title).

3. Go section by section to review making comments as you see something that concerns you.
    Please be mindful to ensure that information is consistent across all documents as compare to the application itself (e.g., some common errors made are participant numbers, participant time to complete their part (i.e., survey completion/focus group participation, etc.), etc.). You also need to verify grammar/eliminate typos in any documentation going to participants. Remember as long as the language in the application makes sense, typos are not a huge concern in the application.

4. Remember to keep your comments Restricted, as we will discuss them at the meeting.

B. Review of Revised Initial Submissions:

If an application is returned to the PI with the determination that the revised application will be reviewed by the full IRB at a future convened meeting, the following instructions should be followed:

1. Click on the protocol number which is located on your Reviewer Dashboard in Cayuse IRB. This will take you to the PI's Submission Details page.

2. Click on Review (upper left directly under the protocol number and title).

3. There are three ways to find comments in a section of a resubmission:

    a. Review of the Minutes from a previous meeting
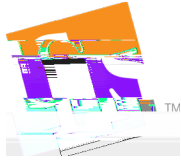
b. Using the Compare Feature to find updated changes within the section itself (note: this will not help if the changes are made within any attachments to the application). See screenshot below (see page 2)
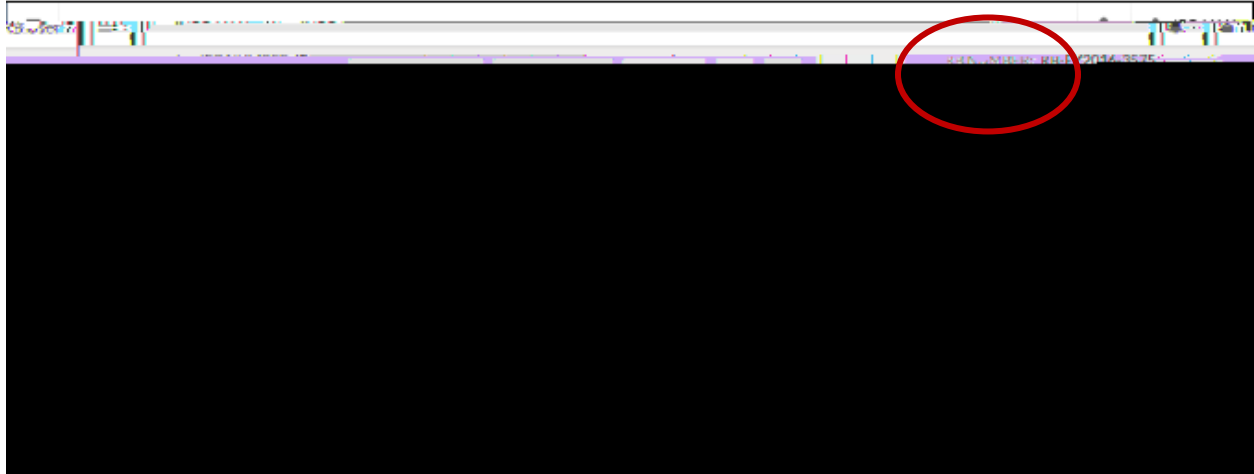
c. Sections with unresolved comments have a comment bubble icon indicating the total number of unresolved comments in that section. Click on that section to see which questions have a comment attached (see screenshot below)–this will require you to scroll down the entire section to look for where each comment is attached; however, you only need to do this for those sections containing the comment bubble next to it.

4. If you have additional comments to make to the PI, please enter those comments just as you do for a new Initial submission. Remember to keep your comments Restricted, as we will discuss them at the meeting.