

Making Decisions Using Expedited review procedures

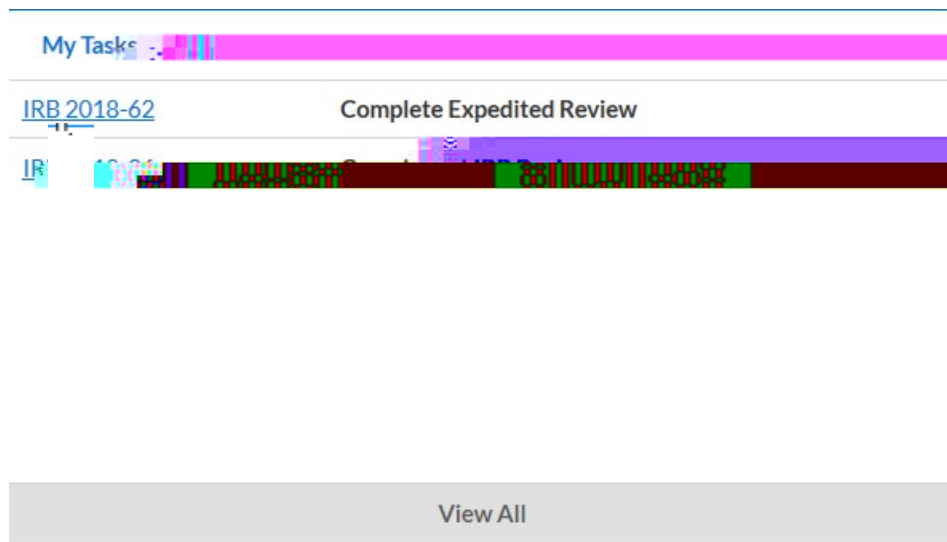
Purpose of this resource To show SHSU IRB members how to make decisions on IRB submissions using Expedited review procedures in Cayuse IRB.

Returning a Submission for Edits

When the reviewer is not satisfied that the PI has satisfactorily met [criteria for IRB approval](#) s/he can proceed with returning the submission back to the PI via the IRB Analyst through the following steps:

IRB Reviewer Dashboard

If you are a primary reviewer assigned to an Expedited IRB submission, you will see a task called Complete Expedited Review beneath My Tasks.



Commenting on a Submission

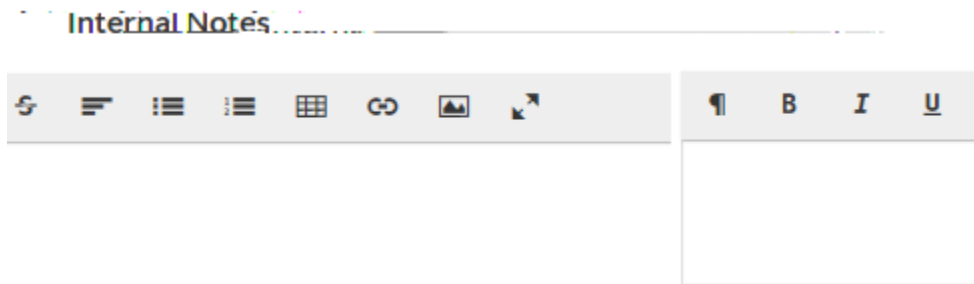
To leave a comment on a submission, click [+ Add Comment](#) beneath a submission question. Type up your comment and click Save Comment.

Once your comment is saved, you can [Edit](#) or [Reply](#)

Making a Decision


Once the review is complete, click Make Decision

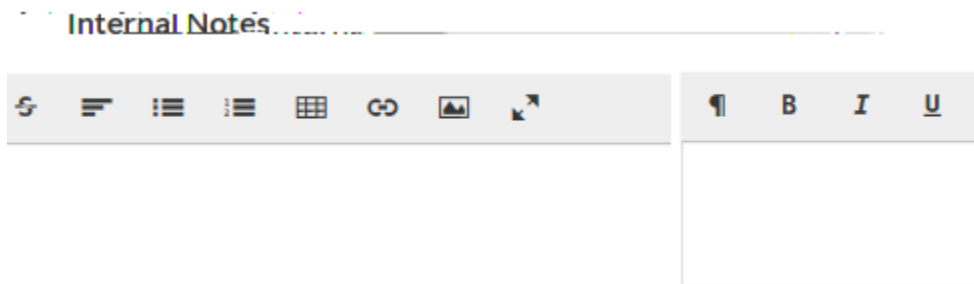
3. Internal Notes: If a reviewer needs me to know anything about the review/decision, include those notes under Internal Notes section of the decision panel.



4. Click Save on the decision panel
5. Click Review Complete on the Submissions Details page

B. When you are ready to approve the protocol as written, do the following:

1. Select Approve from the Decision dropdown list.
2. Click the "Today" button to the right of the Result Date. 
3. Select the appropriate Administrative Check Date, typically one year from the result date.
4. Categories Select the applicable categories for this decision.
5. Internal Notes: If a reviewer needs me to know anything about the review/decision, include those notes under Internal Notes section of the decision panel.



6. Click Save on the decision panel
7. Click Review Complete on the Submissions Details page