Making Decisions Using Full Board review procedures

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

Returning a Submission for Edits

When the reviewer is not satisfied that the PI has satisfactorily met all 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 a Full Board IRB submission, you will see a task called Complete IRB Review beneath My Tasks.

My Tasks	
IRB, 2018-36	Complete IRB Review
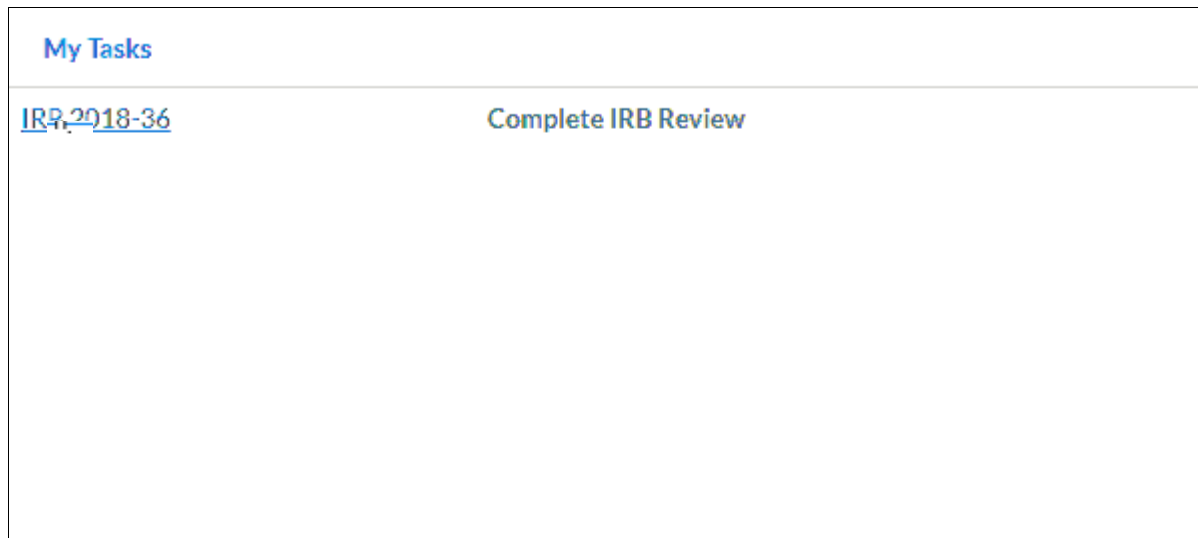
Commenting on a Submission

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 to the comment, or toggle the visibility of the comment.

You can toggle visibility be clicking on the down arrow. Restricted visibility means that researchers cannot see your comments, and unrestricted means that they can see your comments. If your comment is directed toward the researcher, you will want to toggle the visibility to Unrestricted .

Making a Decision

Once the review is complete, click Make Decision beneath Required Tasks.

On the decision panel, you will be asked to complete a series of questions. All questions are optional with the exception of the Decision and Result Date. The available decisions for an Full Board review are:

- x Approved
- x Deferred
- x Disapproved
- x Exempt
- x Minor Stipulations
- x No Engagement in Research
- x

3. Internal Notes: