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Dashboard Overview

You have 1 reviews pending

Your Reviewer Due

Reviewer Worksheet

Access the Protocol

Filter what you see
1. **Login to IRBManager to view your Dashboard**

2. **Starting a Review**
   - If you have an assigned review pending, it will show at the top of the page.
   - The protocols for review will be listed underneath in the section titled “My Reviews”
   - The dates Assigned and Due are listed to the right.

3. **Accessing the Reviewer Worksheet**
   - Select the “Type” title of the protocol you have been assigned to review. (In this case, the title is “Full board review (optional)”)

   ![CMU Central Michigan University](Image)

   - The Reviewer Worksheet will open in another tab. This will allow you to open the protocol and view it separately as you complete the worksheet.
Tip: As in most IRBManager forms, you can use the dropdown box at the top to navigate to different parts of the form. (All required fields must be completed before it will allow you to do this.

4. Accessing the Protocol

➢ From the Dashboard select the protocol link listed under “Review Item” column to view the protocol and access attachments related to the study.

➢ The protocol will open in the same tab. (You’re Reviewer Worksheet should be open in another tab.)
From this screen you should be able to view all protocol information:

- **Project Site Information**: Project, Title, PI, Site, and Committee.
- As a Reviewer, you will not do anything with this section, but are welcome to view it.

**Project-Site**

- **Project**: 2021-513-Childrens Hospital/DMC
- **Title**: A Randomized, Multicenter, Double-Blind, Placebo-Controlled, Parallel-Group, Event-Driven, Group (review for more...)
- **PI**: Ross, Robert
- **Site**: Childrens Hospital/DMC - Childrens Hospital of Michigan
- **Committee**: CMU Pediatrics IRB
- **Sponsor Id**:

**Event**

- **Type**: IRB - Initial Expedited/FB Submission
- **Started**: 05/03/2021
- **Completed**: Assigned

**Review**

- **Review Type**: Full Board

- **Event Information**: Type of Submission, Committee, Review Typ, and data entry start date.
- As a Reviewer, you will not do anything with this section, but are welcome to view it.

**Reviews**

- **Reviews**: All Reviewers’ names and Review Types, Outcome, and Dates Due/Complete
- You may select any of the review type titles to see other Reviewer’s Reviewer Worksheets.

**Email**

- **Email**: All emails sent related to the study.
• **Steps:** All steps related to the protocol within IRBManager and indication of which step have been completed.

• As a Reviewer, you will not do anything with this section, but are welcome to view it.

<table>
<thead>
<tr>
<th>Step</th>
<th>Planned</th>
<th>Actual</th>
<th>Complete</th>
<th>Minutes</th>
<th>Micro Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Submission</td>
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<td></td>
</tr>
<tr>
<td>Admin Review</td>
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<td></td>
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<tr>
<td>Notify Board of Expedited Approval</td>
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<tr>
<td>Assign to Full Board Reviewers</td>
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<tr>
<td>Assign to FB Agenda</td>
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<td>Notify PI of Results</td>
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<tr>
<td>Notify PI of Approval</td>
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</table>

5. **Accessing the Protocol Forms & Attachments**

➤ **Actions Section**

• All forms and attachments are located in the “Actions” section of the protocol.

• You may also send a protocol-related email through this section.

➤ **Accessing the Protocol Application**

• From the “Actions” section, select “xForms”.

• A list of forms related to the protocol will show on the screen.
• Scroll down until you see the Application title.
• Select the Title “IRB Application to Conduct Research Involving Human Subjects”.

The Application will open in a new tab.

Tip: Navigate quickly to different sections of the form by using the dropdown at the top.
• **Attachments that were included in the application** will be accessible within the application in the corresponding sections. (You may also access all attachments, including those not included in the application in another area. Directions for this process are in the next section.)

.accessing protocol all attachments (including those not in the application)

- If you have just accessed the Application, Return to the previous tab from which you selected the Application. (if this doesn’t apply, you may skip this step)

- Once you return to the list of forms, select “Done” to return to the Protocol Site. (if this doesn’t apply, you may skip this step)

- From the Protocol Site page, in the “Actions” section select “Attachments.”
A list of attachments related to the protocol will be listed in the same tab.
Select the Name of any attachment to view.

When finished reviewing attachments, select “Done” under the “Actions” section to return to the Protocol Site.