

WELCOME
TO THE NEW IRB ELECTRONIC SYSTEM

Tick@lab

IRB Member Review Training

Tick@lab URL

<https://lar.utrgv.edu/tickatlab/default.aspx>

Log in with your UTRGV Credentials

If you are unable to log in please contact the Office of Research Compliance at (956) 665-2093/
(956) 665-2889/ (956) 665-3598 / (956) 882-7743.

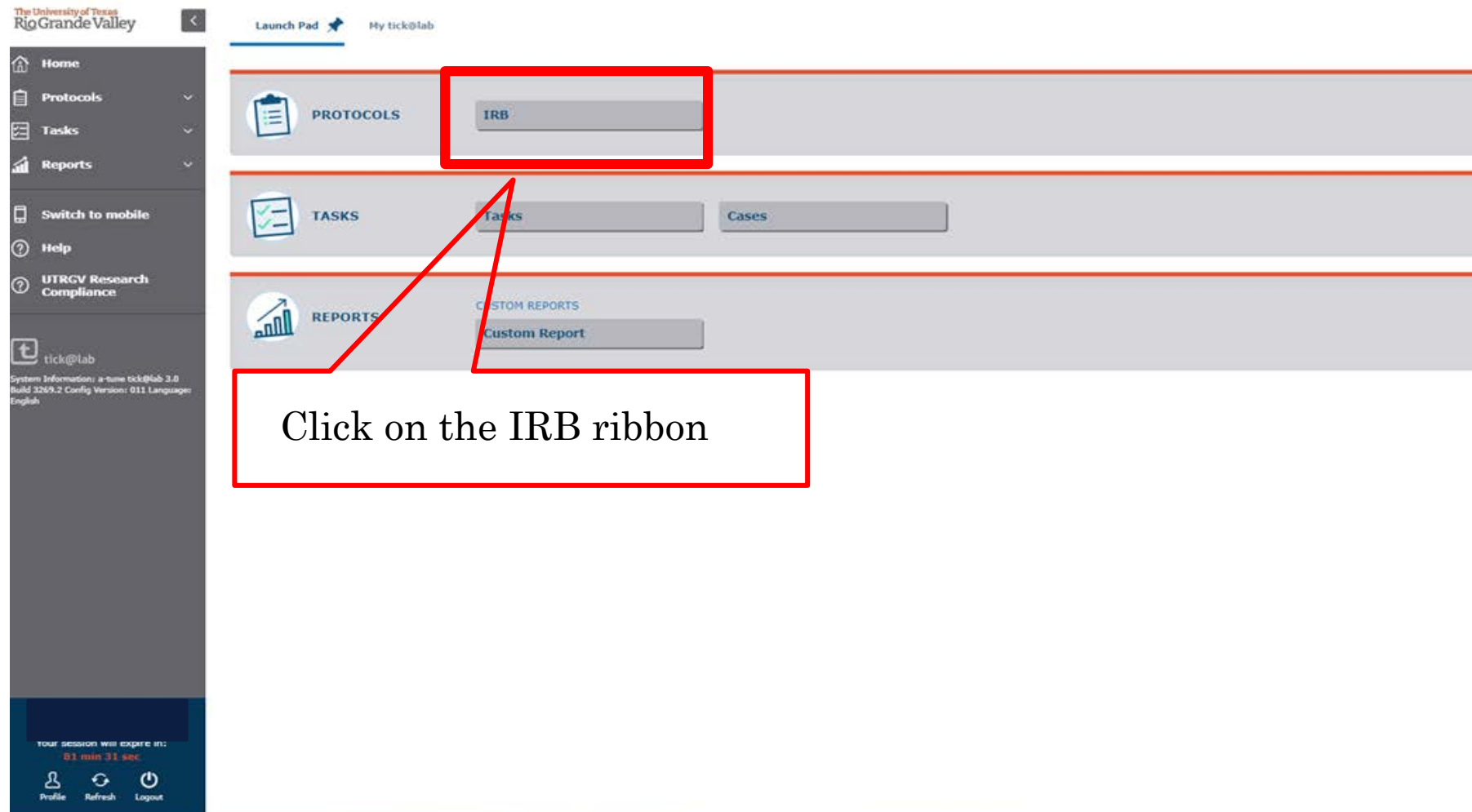
IMPORTANT NOTE:

Remember to Allow Pop-Ups in your
web browser.

If you do not allow pop-ups, the system will
not work properly.

How to Access a Protocol for Review

After logging in to Tick@lab, this is what you will see as an IRB Member. This system is used for Animal Use Protocols (AUP) and Human Subjects Research Protocols (IRBP)



The screenshot displays the Tick@lab mobile application interface. On the left is a dark sidebar menu with options: Home, Protocols, Tasks, Reports, Switch to mobile, Help, UTRGV Research Compliance, and tick@lab. The main content area is titled 'Launch Pad' and 'My tick@lab'. It features three horizontal ribbons: 'PROTOCOLS' (containing an 'IRB' button), 'TASKS' (containing 'Tasks' and 'Cases' buttons), and 'REPORTS' (containing 'CUSTOM REPORTS' and 'Custom Report' buttons). A red box highlights the 'IRB' button, and a red arrow points from it to a white text box with a red border that contains the text 'Click on the IRB ribbon'. At the bottom, a session expiration timer shows '01 min 31 sec' and icons for Profile, Refresh, and Logout.

How to Access a Protocol for Review

IRB

FILTER & SEARCH

Apply filter | Reset filter

Hide | Show

Select the desired filter criteria below and click "Apply Filter" to customize your view.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets: Pending Protocols (For all users)

File-General | File-History

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

New | Export to Excel

Documents are organized into files (folders). Click on the file to

No. of entries: 272

<< < 1 2 3 4 5 6 7 8 9 10 ... > >>

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	03-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022

Administrator IACUC

Setting your Filter to "Pending Protocols", will allow you to see the list of new protocols that are awaiting review and approval.

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

Click here to see all projects.

How to Access a Protocol for Review

The screenshot shows the IRB (Institutional Review Board) interface. On the left is a navigation menu with options like Home, Protocols, Animal Orders, etc. The main area is titled 'IRB' and contains a 'FILTER & SEARCH' section with buttons for 'Apply filter' and 'Reset filter'. Below this is a section for 'My Filter Sets' with a dropdown menu set to 'Pending Protocols (For all users)'. A red box highlights the instruction: 'Select the one you were assigned to.' Below this is a table of protocols. A red arrow points to the 'Reviewer' column in the table.

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

- Select the one you were assigned to.

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 272

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	03-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022

List of all Projects
“Pending Protocols”

- You will receive an email from Tick@lab indicating that you have been assigned Reviewer to review a protocol.

How to Access a Protocol for Review

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 5

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	03-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
	IRB-18-0325		27-Sep-2018	Annual Review	07-Apr-2020	05-Jul-2020	---	27-Apr-2020	29-Apr-2020	Revi	27-Apr-2020	27-Sep-2018		16.0	---
	IRB-18-0326		27-Sep-2018	Annual Review	01-Mar-2020	27-May-2020	---	27-Apr-2020	27-Apr-2020	Re	27-Apr-2020	27-Sep-2018		16.0	---
	IRB-18-0596		06-Dec-2018	Annual Review	07-Apr-2020	02-Jun-2020	---	20-Apr-2020	20-Apr-2020	F		04-Jun-2019		25.0	---

- Once you have found the protocol assigned to you, please click on the project title to show the Documents/ Versions in the File.

How to Access a Protocol for Review

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 5

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	03-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022

Documents/Versions in File

Right Click

Document title	Version	Last document change	Last document checkout	Document status	Last document status	Principal investigator	Checked-out by
---	20.0	03-Sep-2020	03-Sep-2020	Reviewer	03-Sep-2020	IRB, Investigator	---

How to Access a Protocol for Review

IRB-20-0228	Training Materials	22-Jul-2020	Amendme nt	21-Aug-2020	22-Jul-2120	---	21-Aug-2020	21-Aug-2020	Amendment
-------------	--------------------	-------------	------------	-------------	-------------	-----	-------------	-------------	-----------

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	7.0	21-Aug-2020	21-Aug-2020	Amendme nt	21-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator
---	6.0						

- Open document
- Print PDF
- Add attachment
- Check-out document

- Select “Check-out document” from the context box.
- By Checking out the document, you will be able to add Comments, Questions or Concerns while reviewing the protocol.

How to Access a Protocol for Review

Remember, only one person at a time can work on an application.

- Others can view in read-only mode, while the document is checked-out.

Checked-in (operational mode): Means it is available to see and edit.

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	IRB, Investigator
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

Checked-out (read-only mode): Means someone is working on the document.

IRB-20-0228 Training Materials 22-Jul-2020 Initiated 22-Jul-2020 --- --- 22-Jul-2020 22-Jul-2020 For Revision (IRBCO) 22-Jul-2020 ---

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	IRB, Investigator
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

How to Access a Protocol for Review

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	7.0	21-Aug-2020	21-Aug-2020	Amendment	21-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator
---	6.0	21-Aug-2020	21-Aug-2020	Approved	22-Jul-2020	IRB, Investigator	---

Documents/Versions in File

- Open document
- Print PDF
- Add attachment
- Check-out document

- After checking the document out, right-click on the file.
- Please select “Open document” to access the protocol information.

How to Review Information within a Protocol

- Once in the protocol

IRB: IRB-20-0233 "Protocol D - Testing Email Notifications", (v.20.0), Amendment/Reviewer

← Back to overview Review Attachments Action Workflow

IRB Review

- Personnel
- Project Information
- General Information
- Human Subjects Information
- Recruitment
- Protection Of Data
- Risks and Benefits
- Informed Consent
- HIPAA
- Training
- Protocol/Forms Links
- PI Assurance Statement
- Amendment
- Workflow History

Irbp.Tab.IrbpReview.HelpText.Label ?

IRB REVIEWER ?

The

Review the information under each Tab

Last name	First name
IRB	Committee Member

IRB PROTOCOL CLASSIFICATION (COMPLETED BY THE IRB COORDINATOR) ?

Irbp.IrbpReview.HelpText.Label

Risk Level

No more than minimal


More than minimal

Review process used for this version of the protocol:

How to View Attachments

IRB: IRB-20-0226 "Testing attachment adding and removal", (v.10.0), Initiated/For Revision (IRBCO)

← Back to overview Review Attachments Action Workflow

- IRB Review
- Personnel
- Project Information
- General Information** 
- Human Subjects Information
- Recruitment
- Protection Of Data
- Risks and Benefits
- Informed Consent
- HIPAA
- Training
- Protocol/Forms Links
- PI Assurance Statement
- Workflow History


Please respond to all questions. Make sure you are writing for an audience outside of your field of study. Avoid jargon and provide complete responses to facilitate an efficient review.

GENERAL INFORMATION

Irbp.Tab.GeneralInformation.HelpText.Label

1. Please provide a brief (1-5 sentences) overview of your study, including (1) the purpose, (2) your subject population(s), and (3) the methods used. (*)

Write for a general audience, do not use jargon or names of instruments/measures/methods that individuals outside your field will not know. Please note this is just an overview, detailed information is required under the "Project Information" tab.



2. Will subjects be recruited at an external site(s)?

For where data will be collected. External site.

Yes

No

4. Are you collaborating with someone from another institution?

This question refers to non-multi-site research projects. I.e., someone will be helping you conduct your research, however their affiliated institution is not a site where research will be conducted.

Yes

No

Next to each tab, you can find out if a document is attached indicated by a paper clip icon

How to View Attachments

IRB: IRB-20-0226 "Testing attachment adding and removal", (v.10.0), Initiated/For Revision (IRBCO)

← Back to overview Review **Attachments** Action Workflow

IRB Review

- Personnel
- Project Information
- General Information**
- Human Subjects Information
- Recruitment
- Protection Of Data
- Risks and Benefits
- Informed Consent
- HIPAA
- Training
- Protocol/Forms Links
- PI Assurance Statement
- Workflow History

Please respond to all questions. Make sure you are writing for an audience outside of your field of study. Avoid jargon and provide complete responses to facilitate an efficient review.

GENERAL INFORMATION

Irbp.Tab.GeneralInformation.HelpText.Label

1. Please provide a brief (1-5 sentences) of your project. Write for a general audience, do not use jargon or abbreviations. Detailed information is required under the "Project Information" tab.

Answer

n/a

2. Will subjects be recruited or data collected at an external site(s)?

External site for this question refers to any non-research site where subjects will be recruited, consented and/or where data will be collected. Note: UTRGV owned clinics are not external sites. Note: If for your research you will be meeting subjects at a public place, this would not be considered an external site.

Yes
Please attach an outside site letter (using the UTRGV template) for each external site.

No

3. Is this a multi-site research project?

A multi-site research project refers to the same protocol for human subjects research conducted at multiple (2 or more) research institutions in collaboration with UTRGV. For non-exempt human subjects research that include multiple sites, cooperative agreements will be needed (i.e., Single IRB, or Reliance Agreement).

Yes

No

You can access the attachments by clicking on the "Attachments" button at any time.

It is recommended the PI included each of their attachments on the corresponding tab, however sometimes they do not.

How to View Attachments

Popup - Google Chrome
lar-test.test-utrgv.net/tickatlab_test/popup.aspx?CommId=380183197&EventId=AttachmentPopUp.Start

Close window X

Attachments

- IRB Review
- Personnel
- Project Information
- General Information
- Human Subjects Information
- Recruitment
- Protection Of Data
- Risks and Benefits
- Informed Consent
- HIPAA
- Training
- Protocol/Forms Links
- PI Assurance Statement
- Workflow History
- All**

ATTACHMENTS

No. of entries: 1

Last Changed	File	Description	Section
10-Jun-2020	Even Better Flyer.docx		General Information

No. of entries: 1

List of all attachments will show here

Click "All" tab to see the attachments anywhere in the document. This is faster than clicking on each of the tabs separately.

How to View Attachments

Popup - Google Chrome

lar-test.test-utrgv.net/ticketlab_test/popup.aspx?CommId=380183197&EventId=AttachmentPopUp.Start

Close window X

Attachments

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

HIPAA

Training

Protocol/Forms Links

PI Assurance Statement

Workflow History

All

ATTACHMENTS

No. of entries: 1

Last Changed	File	Description
10-Jun-2020	Even Better Flyer.docx	

No. of entries: 1

If you would rather access attachments by tab, you can do so by clicking on any of the tabs one by one.

Compare Version button

Tick@lab has a function that assists reviewers in comparing document versions.

Example: The reviewer provided feedback that the PI has now addressed. The revisions have Come back to the reviewer through the workflow for final approval.

Using the compare versions option will make it easy to identify what changes were made from the time you first reviewed and the version that has been sent back to you for final approval.

This is also a great tool to review Amendments.

How to use the Compare Version option

The screenshot displays the IRB review system interface for a document titled "IRB: IRB-20-0226 'Testing attachment adding and removal', (v.10.0), Initiated/For Revision (IRBCO)". The interface includes a navigation menu on the left with categories like "IRB Review", "Personnel", "Project Information", "General Information", "Human Subjects Information", "Recruitment", "Protection Of Data", "Risks and Benefits", "Informed Consent", "HIPAA", "Training", "Protocol/Forms Links", "PI Assurance Statement", and "Workflow History". The main content area shows a form with questions 12 and 13. Question 12 asks "Is this a student thesis?" with radio button options "Yes - It is recommended" and "No". Question 13 asks "Please mark the college(s) where you are currently employed" with checkboxes for "College of Business and Entrepreneurship", "College of Education and P-16 Interdisciplinary Studies", "College of Sciences", "School of Medicine", "School of Nursing", "School of Social Work", and "None of the above". Question 14 asks "Please provide a phone number (preferably a mobile number) where we may reach you in case we have any questions about your project." with a radio button option "Answer" and a text input field. A red box highlights the "Action" dropdown menu, which is open and shows options: "Save", "Save New Version", "Print PDF", and "Compare version". A red callout box points to the "Action" dropdown with the text "Once you are inside of the document click 'Action'". Another red callout box points to the "Compare version" option with the text "Compare Version" you can compare two versions of a document with each other.

← Back to overview Review Attachments **Action** Workflows

Once you are inside of the document click "Action"

"Compare Version" you can compare two versions of a document with each other.

How to use the Compare Version option

IRB: IRB-20-0226 "Testing attachment adding and ..."

← Back to overview Review Attachments Action Workflow

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

HIPAA

Training

Protocol/Forms Links

PI Assurance Statement

Workflow History

12. Is this a student thesis or dissertation?

Yes - It is recommended that you do not submit your IRB application until approval from your thesis/dissertation committee is granted.

No

13. Please mark the college that the Principal Investigator belongs to:

	File version	File status	Document version	Current document status/progress	Last modification at	Last modification by
<input type="radio"/>	0.9.0	Initiated	9.0	IRBCO Administrative Review	10-Jun-2020	IRB, IACUC, IBC, LAR, Training Coordinat
<input type="radio"/>	0.8.0	Initiated	8.0	For Revision (IRBCO)	10-Jun-2020	IRB, Investigator
<input type="radio"/>	0.7.0	Initiated	7.0	IRBCO Administrative Review	10-Jun-2020	Fernandez, Kimberly
<input type="radio"/>	0.6.0	Initiated	6.0	For Revision (IRBCO)	10-Jun-2020	IRB, Investigator
<input type="radio"/>	0.5.0	Initiated	5.0	IRBCO Administrative	10-Jun-2020	Fernandez, Kimberly
<input type="radio"/>	0.4.0	Initiated	4.0	IRBCO Administrative	10-Jun-2020	Fernandez, Kimberly
<input type="radio"/>	0.3.0	Initiated	3.0	IRBCO Administrative	10-Jun-2020	Fernandez, Kimberly
<input type="radio"/>	0.2.0	Initiated	2.0	IRBCO Administrative	10-Jun-2020	Fernandez, Kimberly
<input type="radio"/>	0.1.0	Initiated	1.0	IRBCO Administrative	10-Jun-2020	Fernandez, Kimberly
<input type="radio"/>	0.0.0	Initiated	0.0	IRBCO Administrative	10-Jun-2020	Fernandez, Kimberly

College of Business Administration

College of Education

College of Health Sciences

College of Liberal Arts

College of Nursing

College of Public Health

College of Social and Behavioral Sciences

School of Criminal Justice

School of Health Services

School of Management

School of Public Administration

None of the above

14. Please provide a phone number (preferably a mobile number) where we may reach you in case we have any questions about your project.

Answer

Select the document version that will be compared with the one you are reviewing.

Click "Ok" to start comparison

- A pop-up window will show you the different versions of the document.

How to use the Compare Version option

The screenshot displays the IRB review interface for protocol IRB-20-0226. A red-bordered pop-up window is overlaid on the main content, showing the results of a version comparison. The window title is "Pop-up - Google Chrome" and the URL is "lar-test.test-utrgv.net/tickatlab_test/popup.aspx?CommId=2053459589&EventId=DocumentComparer.Start". The main content of the pop-up window reads "IRB-20-0226(10.0) compared to (1.0)" and "Differences found: 0". A "Print" button is visible in the pop-up window. The background interface shows a sidebar with navigation options like "General Information", "Human Subjects Information", and "Recruitment", and a main area with questions 12, 13, and 14.

After the system finishes the comparison, a pop-up window will indicate all differences found.

How to use the Compare Version option

IRB: IRB-20-0226 "Testing attachment adding and removal", (v.10.0), Initiated/For Revision (IRBCO)

← Back to overview **Stop comparison** Review Attachments Action Workflow

IRB Review
Personnel
Project Information
General Information
Human Subjects Information
Recruitment
Protection Of Data
Risks and Benefits
Informed Consent
HIPAA
Training
Protocol/Forms Links
PI Assurance Statement
Workflow History

12. Is this a student thesis or dissertation?
 Yes - It is recommended that you continue with your IRB application until approval from your thesis/dissertation committee is granted.
 No

13. Please mark the appropriate college or school:
 College of
 College of Education and P-16 Integration
 College of Engineering and Computer Science
 College of Fine Arts
 College of Health Professions
 College of Liberal Arts
 College of Sciences
 School of Medicine
 School of Nursing
 School of Social Work
 None of the above

14. Please provide a phone number (preferably a mobile number) where we may reach you in case we have any questions.
 Answer

To stop this function, please click on "Stop comparison"

After stopping comparison you will continue with the regular review process

How to Add Review Comments

IRB: IRB-20-0228 "Training Materials", (v.7.0), Amendment/Amendment

← Back to overview **Review** Attachments Action Workflow

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

HIPAA

Training

Protocol/Forms Links

PI Assurance Statement

Amendment

Workflow History

Complete this tab only when an approved human subject's research project is submitted with amendments (including amendments submitted as part of a Continuation Review).

AMENDMENT

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

Consent form

Advertisements

Questionnaire/Survey

Interview/Focus Group

Letter(s) of permission

IRB approvals other than this institution's IRB

Adding a site or location

Change of Personnel (addition/removal)

Other

2. Please summarize the change. Remember to make the changes on the appropriate tabs above.
This is meant to be a quick summary for the reviewer (this text will also appear on the approval letter).

Answer

• If you have any Comments, Questions or Concerns, you can add them by using the review button at any time during your review.

All review items should be listed as review topics on each corresponding tabs. Do not leave your review as part of your comment when sending the project to the PI (shown later).

How to Add Review Comments

- Once you click on the Review button, this is what you will see

The screenshot shows a web interface for IRB review. A red box highlights a pop-up window titled "IRB Review: IRB-20-0228 'Training Materials', (v.9.0), Amendment/For Revision (IRBCO)". Inside this window, there is a "+ Start New Topic" button and a table. The table has columns for "Subject", "Author", "Responses", and "Started on". The "Amendment" row is highlighted, and its "Subject" cell is also highlighted with a red box.

Subject	Author	Responses	Started on
Amendment	IRB, IACUC, IBC, LAR, Training Coordinator	2	21-Aug-2020 12:12...

- A pop-up window will open. Click on “Start new topic” to open a text box.

How to Add Review Comments

IRB Review: IRB-20-0228 "Training Materials", (v.19.0), Approved/Approved

All
IRB Review
Personnel
Project Information
General Information
Human Subjects Information
Recruitment
Protection Of Data
Risks and Benefits
Informed Consent
HIPAA
Training
Protocol/Forms Links
PI Assurance Statement
Amendment
Continuation Review
Project Closure
Workflow History

Start New Topic

Topic: Amendment

Topic Text: Testing

Write Text here

Type: Response, Attention of Coordinator, Concern, Question

+ Publish

Select appropriate type.

- You can change “Topic” to be more specific.
- You can include your feedback as a Question, Comment, or Concern specific for each tab that you are reviewing.

How to Add Review Comments

The screenshot shows a web browser window with the URL `lar-test.test-utrgv.net/ticketlab_test/popup.aspx?CommId=-2143412045&EventId=Review.Start`. The page title is "IRB Review: IRB-20-0228 'Training Materials', (v.19.0), Approved/Approved". On the left is a navigation menu with tabs: All, IRB Review, Personnel, Project Information, General Information, Human Subjects Information, Recruitment, Protection Of Data, Risks and Benefits, Informed Consent, HIPAA, Training, Protocol/Forms Links, PI Assurance Statement, Amendment (highlighted in blue), and Continuation Review. The main content area has a "Start New Topic" section with a "Topic:" field containing "Amendment" and a "Topic Text:" text area containing "Testing". Below this is a "Concern:" dropdown menu set to "Concern". At the bottom, there are two buttons: "+ Publish" (highlighted with a red box) and "← Back". A "Close window X" button is in the top right corner.

- After including your feedback, click “Publish”
- You can “Publish” as many items as necessary under each of the tabs.
- By “Publishing” your feedback you will be allowing others (i.e. IRBCO, Research Team Members) to see.
- If you have a question for ORC staff, please use regular email or telephone. Do not publish on Tick@Lab.

How to Add Review Comments

The screenshot shows a web application interface for IRB reviews. On the left is a navigation menu with categories like 'Personnel', 'Project Information', 'General Information', 'Human Subjects Information', 'Recruitment', 'Protection Of Data', 'Risks and Benefits', and 'Informed Consent'. The main content area has a header 'IRB Review' and a '+ Start New Topic' button. Below this is a table with the following data:

Subject	Author	Responses	Started on		
IRB Review	IRB, IACUC, IBC, LAR, Training Coordinator	2	21-Aug-2020 7:15:...		

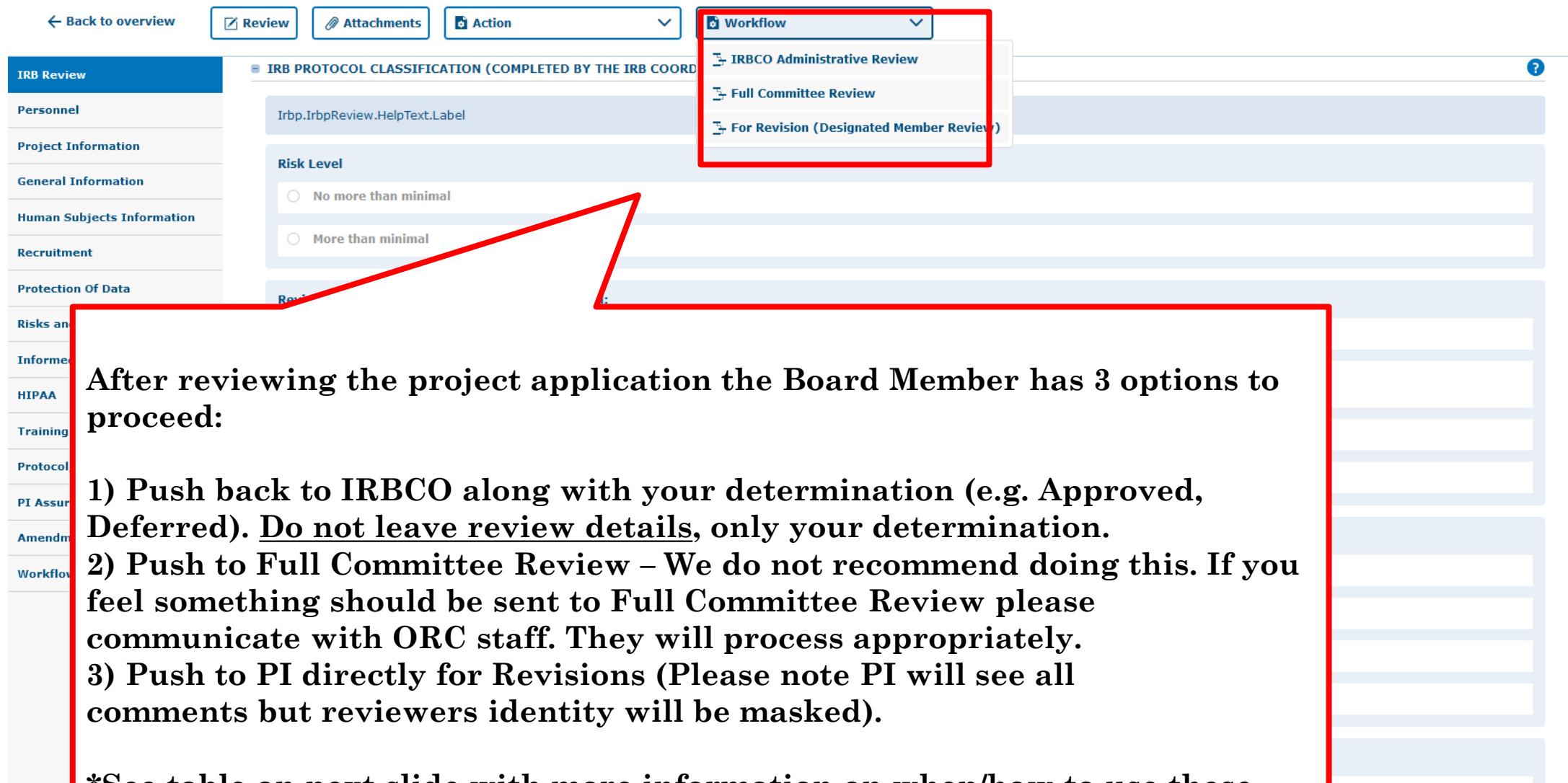
Two callout boxes are present: one at the top right pointing to a 'Close window X' button, and one at the bottom left pointing to the table content.

•Please use “close window” button to return to tab

Close window X

•This is what you will see after your Comments, Questions or Concerns have been posted

How to Send the Project to the PI for Revision



← Back to overview Review Attachments Action Workflow

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and

Inform

HIPAA

Training

Protocol

PI Assur

Amendm

Workflo

IRB PROTOCOL CLASSIFICATION (COMPLETED BY THE IRB COORDINATOR)

Irbp.IrbpReview.HelpText.Label

Risk Level

No more than minimal

More than minimal

Review

IRBCO Administrative Review

Full Committee Review

For Revision (Designated Member Review)

After reviewing the project application the Board Member has 3 options to proceed:

- 1) Push back to IRBCO along with your determination (e.g. Approved, Deferred). Do not leave review details, only your determination.
- 2) Push to Full Committee Review – We do not recommend doing this. If you feel something should be sent to Full Committee Review please communicate with ORC staff. They will process appropriately.
- 3) Push to PI directly for Revisions (Please note PI will see all comments but reviewers identity will be masked).

*See table on next slide with more information on when/how to use these options.

Desired Action / Comment	Workflow Option
Approve	IRBCO Administrative Review
Defer and member wants the IRB Coordinator to pre-view changes prior to the application coming back to member	IRBCO Administrative Review
Defer and member wants the revised application to come directly back to member for review and approval	For Revisions (Reviewer) <i>(major changes required before approval)</i>
Approved once minor stipulations are addressed, IRB Coordinator can check that changes are made and may approve	IRBCO Administrative Review <i>(minor / non-substantive changes only)</i>
Member requests deferral to Full Committee Review	IRBCO Administrative Review

How to Send the Project to the PI for Revision

The screenshot shows a web form titled "1. What are you changing or adding?". It contains a list of checkboxes for various amendment types: Consent form, Advertisements, Questionnaire/Survey, Interview/Focus Group, Letter(s) of permission, IRB approvals other than this institution's, Adding a site or location, Change of Personnel (addition/removal), and Other. A red box highlights a "Comment:" text area and an "Effective date*" field set to "21-Aug-2020". Below these fields are "Ok" and "Cancel" buttons.

**Please write your Recommendation inside the text box,
After that please click “Ok”**

**Please use this box to communicate with the next Workflow user.
(Do NOT include your review here, your review should be included using
the review buttons on each tab). Use the table on previous slide for guidance on the type
of comment to leave based on your desired action.**

How to Send the Project to the PI for Revision

IRB: IRB-20-0226 "Testing attachment adding and removal", (v.10.0), Initiated/For Revision (IRBCO)

← Back to overview Review Attachments Action Workflow

IRB Review

- Personnel
- Project Information
- General Information
- Human Subjects Information
- Recruitment
- Protection Of Data
- Risks and Benefits
- Informed Consent
- HIPAA
- Training
- Protocol/Forms Links
- PI Assurance Statement
- Workflow History

Review process used for this version of the protocol:

Exempt

Review is required for expedited research studies under the 2018 Revised Common Rule. Eligible for approvals granted on/after January 21, 2019.

Waiver of Documentation of Consent

Full Waiver of HIPAA Authorization (e.g., retrospective chart review study)

Partial Waiver of HIPAA Authorization (e.g., recruiting, screening, and enrolling)

Accrual

Open

Closed

Notes

Include information pertaining to Board review and determinations, or future review of this protocol.
This area is used by the IRB Coordinators to include notes for future handling based on events, or board determinations at convened meetings. This is not used to described Administrative Review. To view Administrative Review summaries, please click on the Review button at the top or bottom of the application and open the comment message.

When you are done reviewing click “Back to overview”

Complete

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
---	10.0	21-Aug-2020	21-Aug-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator

- After you send your recommendation, the system will automatically “check-in document”, and will send it to the IRB Coordinators (IRBCO).

Serving on this board is the toughest volunteer role, and you took on this role with complete dedication. The Office of Research Compliance staff want to express their sincere gratitude for your service.

**THANK
YOU!**



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