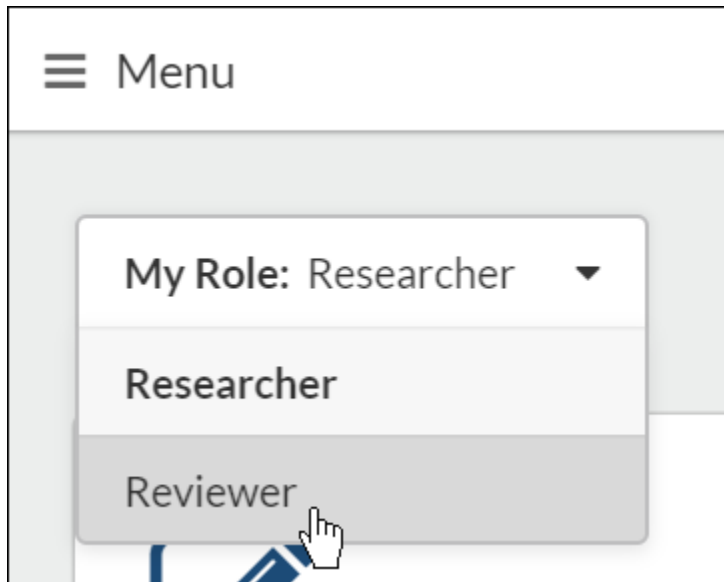


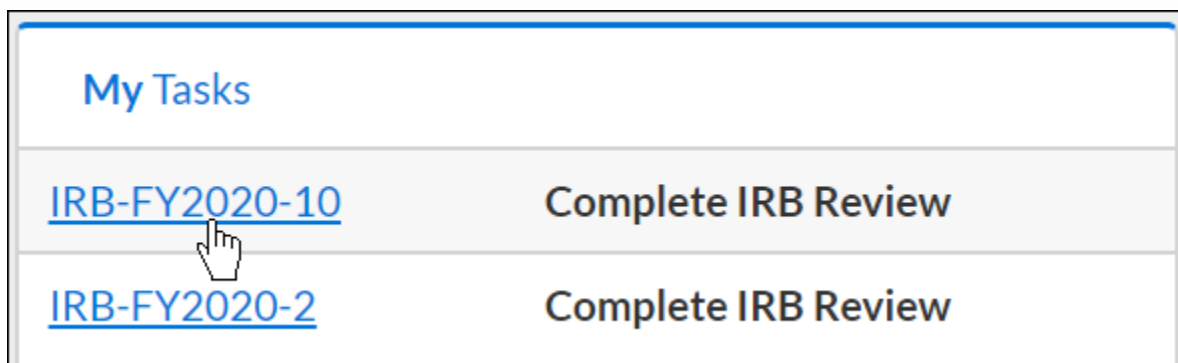
Reviewing and Commenting on Submissions

After an Analyst assigns a submission to you for review, you will receive an email letting you know that the submission requires your review.

On your dashboard, change your role to Reviewer.



Click on the review in need of submission beneath My Tasks.

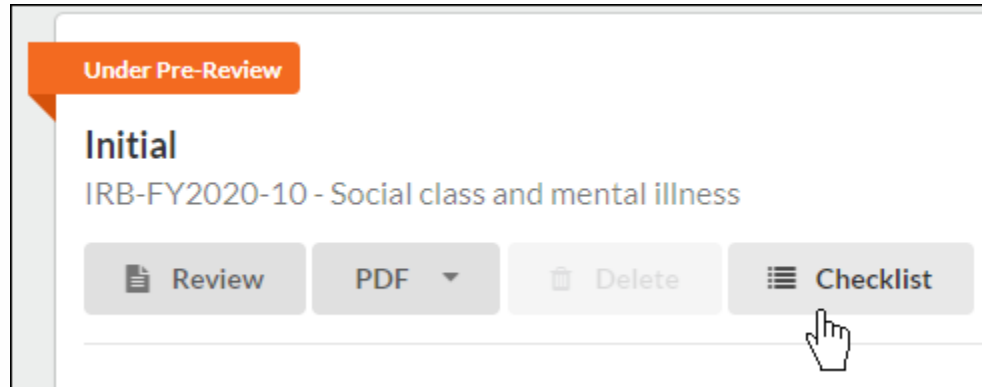


My Tasks	
IRB-FY2020-10	Complete IRB Review
IRB-FY2020-2	Complete IRB Review

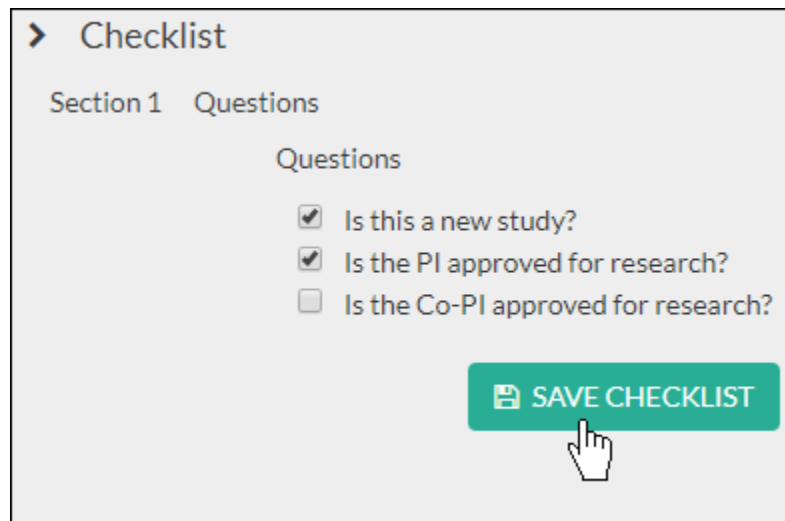
A screenshot of a table titled "My Tasks". The table has two columns. The first column contains two blue, underlined links: "IRB-FY2020-10" and "IRB-FY2020-2". The second column contains the text "Complete IRB Review" for both rows. A mouse cursor is pointing at the "IRB-FY2020-10" link.

Reviewing a Submission with Your Checklist

1. From the Submission Details page, click on **Checklist**.



2. Review the submission using the provided checklist. If you need to leave your computer before you are finished, clicking **Save Checklist** will save what you have checked off until you return.





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**.


* 1. Primary Contact

Name	Organization	Address	Pho
Penny Principal	Biological Chemistry		

Collapse Comments

B I U  

The primary contact cannot be the same as the principal investigator.

 SAVE COMMENT

Once your comment is saved, you can **Edit** or **Reply** to the comment, or toggle the visibility of the comment.

Annetta Analyst Today at 5:25 PM Visibility: Restricted ▼

The primary contact cannot be the same as the principal investigator.

[Edit](#) [Reply](#)

You can toggle visibility by 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**.

* 1. Primary Contact

Name	Organization
Penny Principal	Biological Chemistry

Collapse Comments

Annetta Analyst Today at 5:25 PM Visibility: Restricted ▲

The primary contact cannot be the same as the principal investigator.

[Edit](#) [Reply](#)

Unrestricted
Anyone with access to study can see

Restricted
Researchers can not see comment

Once you're finished reviewing and commenting, click on **Study** to return to the Submission Details page.

☰ Menu

◀ STUDY

IRB NUMBER: IRB-FY2020-11

Psychosomatic illness in children

Sections



Section 1 Contacts



Section 1 Contacts