

**TCSPP Online Submission System User Guide for
IRB Members: Application Review**

Topics

A. How to locate an application..... 2

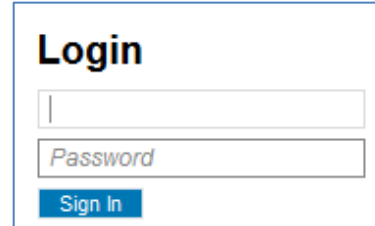
B. How to start and complete a review 3

C. How to review a response 6

A. How to locate an application

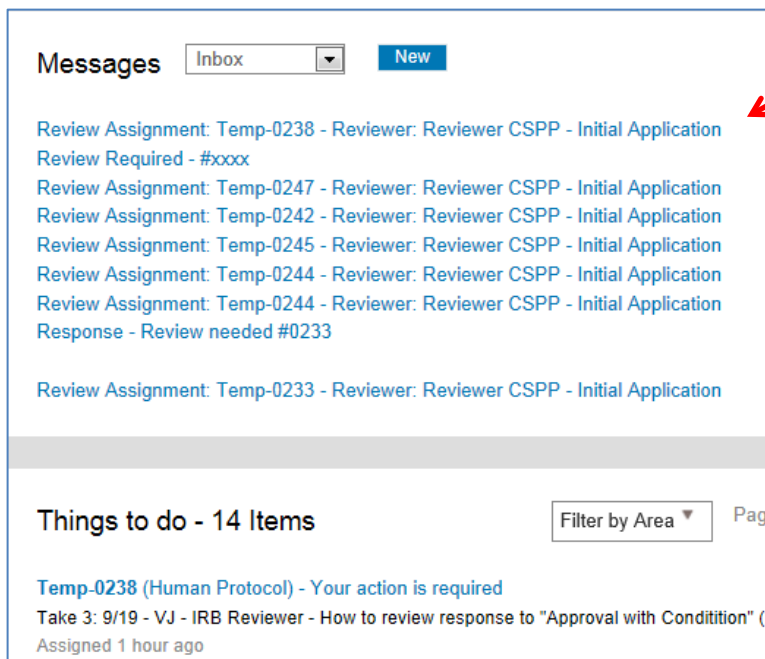
You will receive an email when an application has been sent to you for review.

1. Got to <http://tcspp.infoedglobal.com/> and login:



Login

2. Your assigned protocol will appear in two places:



Messages

Review Assignment: Temp-0238 - Reviewer: Reviewer CSPP - Initial Application Review Required - #xxxx

Review Assignment: Temp-0247 - Reviewer: Reviewer CSPP - Initial Application

Review Assignment: Temp-0242 - Reviewer: Reviewer CSPP - Initial Application

Review Assignment: Temp-0245 - Reviewer: Reviewer CSPP - Initial Application

Review Assignment: Temp-0244 - Reviewer: Reviewer CSPP - Initial Application

Review Assignment: Temp-0244 - Reviewer: Reviewer CSPP - Initial Application Response - Review needed #0233

Review Assignment: Temp-0233 - Reviewer: Reviewer CSPP - Initial Application

Things to do - 14 Items Page

Temp-0238 (Human Protocol) - Your action is required

Take 3: 9/19 - VJ - IRB Reviewer - How to review response to "Approval with Condition" (f Assigned 1 hour ago

Takes you to a message where you can access the Task/Assignment page.

Takes you directly to the Task/Assignment page where you can access

B. How to start and complete a review

Once in the Task/Assignment page:

1. You may want to have the review sheet open while reading the Q&A form. Click on the template icon to open the reviewer sheet.
2. Click on the Q&A form link to pen the form.

Form/Document	Document Type	Submitted	Review Status	Comments
Questions and Answers Form	Protocol	11-Apr-2019 2:13:44 PM	PDF	Un-Reviewed


AddReview	Final	Date	Decision	On Agenda	Board	
Member Review	<input type="radio"/>		Under Development		Reviewer(s) 1	Delete
Administrative	<input type="radio"/>		Requested Pre-Review Changes		N/A	Delete



3. You may complete the reviewer form while reading the application. When viewing the application:
 - a. Use the menu to navigate through each section.
 - b. **Please do not use the pencil icons** to record your comments.


Email	Phone	Department
mtanner@infoedglobal.com		International Psy

4. Review any supplemental eforms, which are embedded in the Vulnerable Populations section:
 - c. Glasses icon indicates that a file is attached to the form. Click on glasses icon to view the attachment.
 - d. To exit the form, close your browser. You will be routed back to the Task/Assignment page.

Vulnerable Populations

 Please select any vulnerable populations to be targeted for participation in the research (please check all that apply) as they require special consideration by the IRB:

 Please **Supplemental** 5
Complete **Form P**
Complete  Pregnant Women

 Pregnant women

* C. Please describe the developmentally appropriate criteria that will be used to determine if child wishes to discontinue their participation.

Response HERE....

D. Assent Upload

 c

NOTE: If you need to return to complete your review on at a later time, be sure to save your reviewer sheet on your desktop/computer.

- e. Once in the Task/Assignment page:
 - a. Upload your completed reviewer sheet. A glasses icon will appear.
 - b. Select Review Status:
 - o **Un-Reviewed** – Default status, must be changed.
 - o **Ok As Is** – The application is acceptable and no modifications are needed.
 - o **Action Required** – Modifications or clarifications by the researcher are required.
 - o **Acknowledged** – for IRB office staff use only.

IRB-19-04-0007 HS - Initial Application
 Gaining Weight from Eating Big Macs Everyday Test 1
 Flowers, Keturah - Chicago School of Professional Psychology
 Status: Under Development

b

Form/Document	Document Type	Submitted	Review Status	Comments
Questions and Answers Form	Protocol	11-Apr-2019 2:13:44 PM PDF	Un-Reviewed	i

Review Guide	Template	View	Upload
	i		i

a

AddReview	Final	Date	Decision	On Agenda	Board
Member Review	<input type="radio"/>		Under Development		Reviewer(s) 1 Delete
Administrative	<input type="radio"/>		Requested Pre-Review Changes		N/A Delete

- c. If you choose, enter any noted deficiencies in the provisions box. These should also be listed in your reviewer sheet. These provisions will be included on communications to the researcher.
- d. Insert any comments to the IRB office staff in the comments box. These are only visible by the IRB office staff and are not to be included in communications to the researcher.
- e. Scroll down to FinalizeTask/Assignment and record your decision:
 - o **Approval with Conditions** – Minor modifications are required.
 - o **Approved** – Meeting Expedited Approval Criteria. No changes required; study may begin as written.
 - o **Call for Full Review** – The study requires full board review.
 - o **Exempt** – Eligible for exempt review, no are changes required, and the study may begin as written.
 - o **Additional Information/Clarification Needed** – Major modifications required in order to make a determination.
- f. Scroll to the top of the screen and Click *I am done working with this Assignment*.

Finalize Task/Assignment

Reviewer Determination(recommendation) e

c Provisions

B I U abc Format

(inherited font) (inherited size)

d

Comments

C. How to review a response

If the changes requested are beyond administrative review typically conducted by IRB office staff, the modifications will be forwarded to you for final determination. You will receive an email notification when the response has been sent back to you.

The screenshot shows a web interface with a 'Messages' section and a 'Things to do' section. The 'Messages' section lists several review assignments. The 'Things to do' section shows 14 items, with one item highlighted: 'Temp-0238 (Human Protocol) - Your action is required'. Three red boxes with arrows point to specific elements:

- Top box: 'Takes you to a message where you can access the Task/Assignment page.' (points to the first message)
- Middle box: 'Allows you to view IRB staff comments and attachments.' (points to the second message)
- Bottom box: 'Takes you directly to Task/Assignment page where you can access the Q&A form.' (points to the highlighted item in 'Things to do')



1. View IRB staff comments and student memo attachment.
2. From the Task/Assignment page:
 - a. Click on Q&A form to view revisions. Deleted information will be indicated with strikethrough text. New responses will appear highlighted, within a colored textbox:

The screenshot shows a Q&A form with a text input field. The text 'This one is a new response- This item did not have a response.' is highlighted in blue. The label 'Explain:' is visible above the input field.

- b. Upload your comments.
 - If your decision for the initial review was *Approved with Conditions* include your comments in a separate Word document and upload it in place of the reviewer sheet.
 - If your decision for the initial review was *Additional Information/Clarification Needed* please update your reviewer sheet and upload it.

Task/Assignment Save Close

Temp-0238 HS Protocol - Initial Application
Take 3: 9/19 - VJ - IRB Reviewer - How to review response to "Approval with Condition" (PI is Chicago Faculty)
CSPP, HS PI - International Psychology
Status: Under Development

a	Form/Document	Submitted	Open	Review Status	Comments
	Questions and Answers Form	19-Sep-2014 12:35:21 PM	PDF	Un-Reviewed	
	Review Guide		Template	View	Upload 

b