

**TCSPP Online Submission System User Guide for
Thesis and Dissertation Chairs**

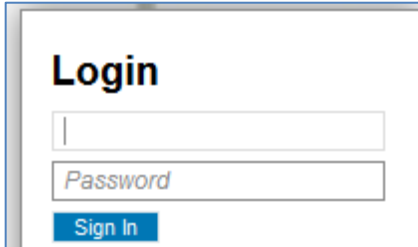
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A. Login and Select the Application

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

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



The screenshot shows a simple login form with the title "Login". It contains two input fields: one for a username or email address and another labeled "Password". Below the password field is a blue button labeled "Sign In".

2. Select the study for review. You may access the study from the *Message* section or *Things to do* section:

Things to do - 100 Items

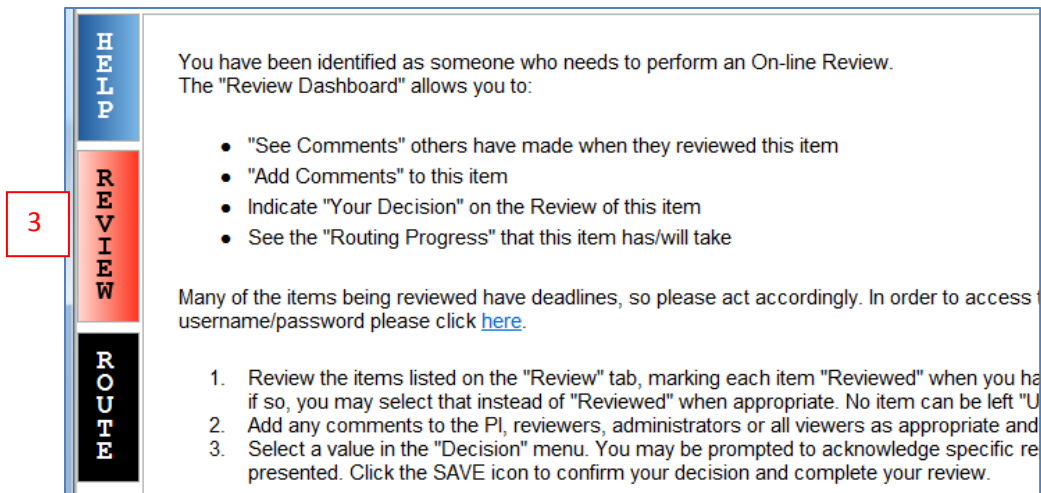
Filter by Area ▼ Your Action Iter ▼ Show

2 [IRB-19-04-0003 \(Human Protocol\) - Route Acceptance Pending](#)

Test Study For Alicia Cook Jimenez, Veronica

Dashboard Assigned 2 minutes ago

3. Click on the *Review* tab to access the application:



The screenshot shows a web interface with a vertical sidebar on the left containing three tabs: "HELP" (blue), "REVIEW" (red, highlighted with a red box and the number 3), and "ROUTE" (black). The main content area has the following text:

You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access username/password please click [here](#).

1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have reviewed it. If so, you may select that instead of "Reviewed" when appropriate. No item can be left "Unreviewed".
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific requirements. Click the SAVE icon to confirm your decision and complete your review.

B. Review the Q&A form

*Students may send a PDF version of their application to you via email for review and comment (if necessary) prior to routing it to you for review in the system.

In the Review tab:

4. Click on Questions and Answers Form to view each section, including any supplemental forms and attachments (indicated by glasses/view icons).
5. If your student did not email you a PDF version of their application* and you would like to comment before returning it to the study (see PI Clarification below), comments may be added in the “Comments to be shared with PI(s)” section.
6. When you are done with the review update the Review Status for the Q&A form and any other documents (i.e., CITI Completion Report) to *Reviewed*
7. Record your decision:
 - **Approve/Acknowledge** – select this option if the application is ready for IRB review
 - **PI Clarification** – select this option if you are asking the student to make changes

Human Subject Protocol - Initial Application

Number: [IRB-19-04-0003](#)

Title: Test Study For Alicia Cook

Sponsor:

Submitted: 11-Apr-2019 2:02:17 PM

Form/Document	Document Type	Submitted	Review Status
CITI Completion Report	Attachment	11-Apr-2019 2:02:16 PM	Reviewed
Questions and Answers Form	Protocol	11-Apr-2019 2:02:17 PM	Reviewed

Add Comments:

To be shared with everyone

B **I** **U** **A** ▼

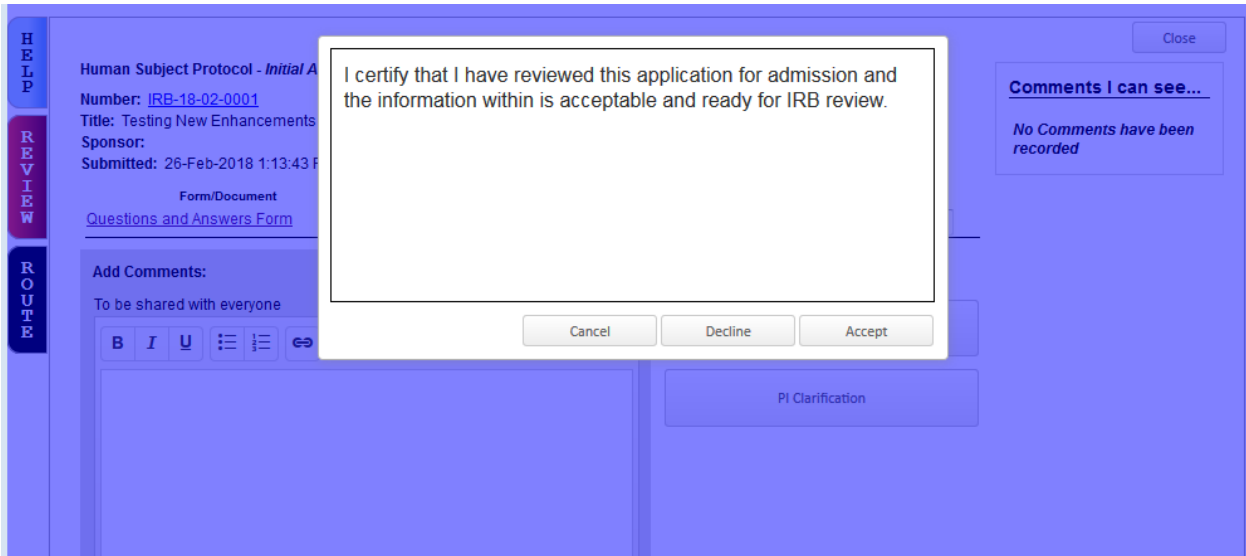
Comments to be shared with PI(s)

B **I** **U** **A** ▼

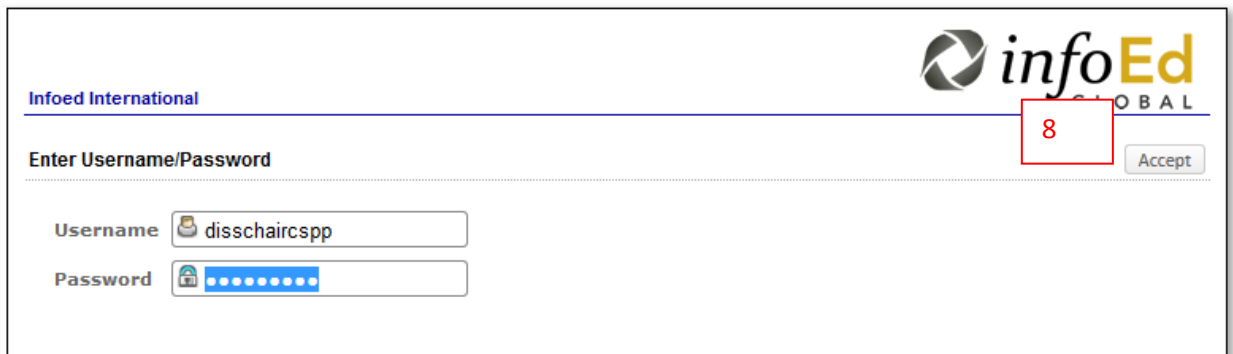
Select a decision:

Approve/Acknowledge

PI Clarification

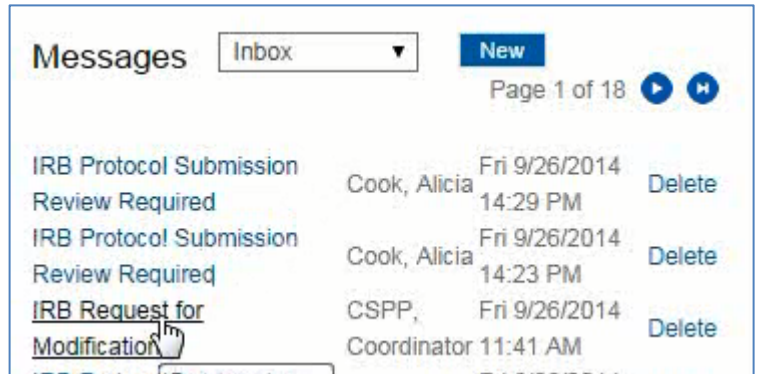


8. Re-authenticate to complete the review and **accept** the window.



C. View IRB Request for Modifications

In the Messages section click on IRB Request for Modification to view the letter.



NOTE: Request for Modification Letters require a response memo and modifications to the Q&A form. Please be sure to discuss and review the response memo and revisions with your student prior resubmission.

D. View IRB Final Letter (e.g., Approval Notice)

All final determination letters will be sent directly to the Message inbox. After opening a message, click on the study link to view the letter