

How to Review a Submission

RAS Training Documentation

Last Modified: June 22, 2023

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Reviews

When the HEO sends out a review, the reviewer/chair will receive an email notification as well as a task.

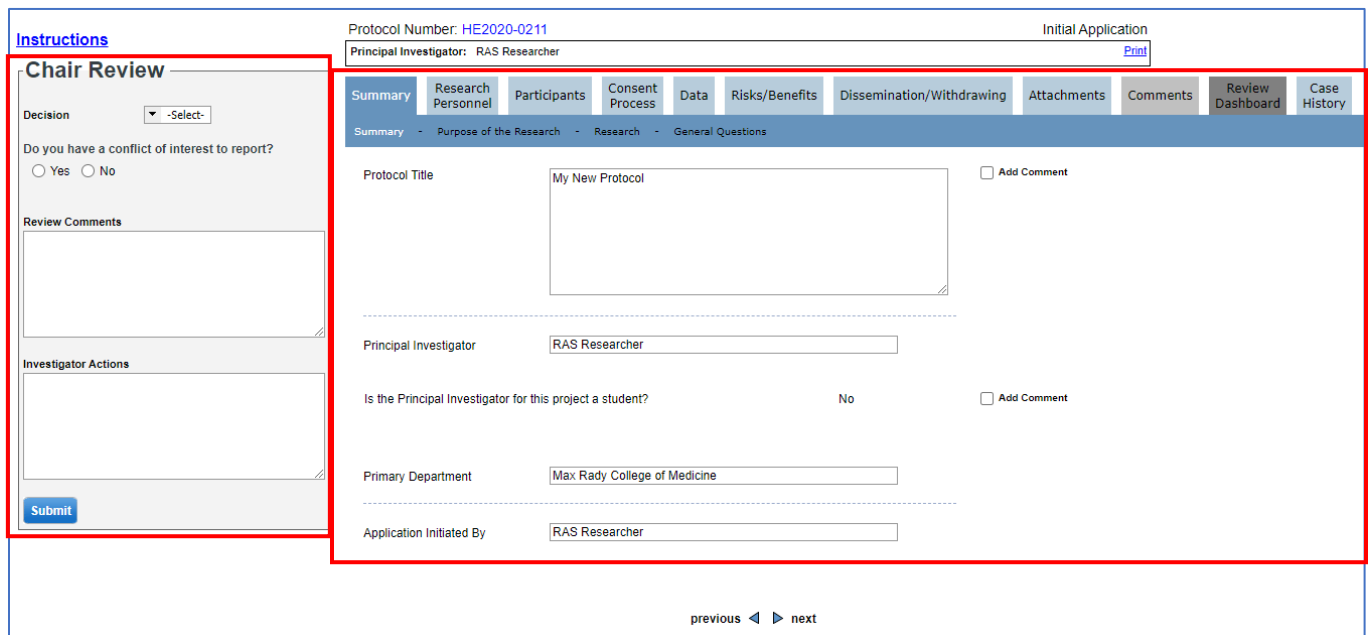
Chair Review

The Chair can receive 2 different reviews: **Provide Direction – Delegated or Full?** or **New Protocol for Review**.

When providing direction, the Chair has the option to review the protocol and comment if required. Then they can provide their decision **Referred to Delegated**, **Referred to Full** or another option then send it back the HEO.

For reviewing a new protocol, the chair can review the protocol in its entirety and review any comments previous members may have included.

1. Click on the **Complete Review** To Do List task
2. There are 2 main sections in this view: **Chair Review** and **Application** section



3. Navigate through the tabs and subtabs of the application section and review the answers to each question
Note: The protocol can be printed at this point to review a PDF version. Please remember all comments must be added to the review in the system. The system will not print your comments made, only the submission. Click the **Print** button at the top right-hand side of the review to generate a PDF of the submission.
4. To add comments to a specific question, check the box next to **Add Comment**, a text box will appear where you can add comments

Add Comment

add more information

5. The * on any of the tabs indicates there is a comment made
6. If the HEO made any comments, Office Comments will appear
 - a. Hover over these comments to view them

Summary
Research Personnel
Participants*
Consent Process
Data
Risks/Benefits
Dissemination/Withdrawing
Attachments

Participants - Recruitment

How many participants do you expect to recruit?

Recruit

[Office Comment](#)

Add Comment

7. If a Reviewer has made any comments, the Chair can view each comment and edit them as needed

Summary*
Research Personnel
Participants*
Consent Process
Data
Risks/Benefits
Dissemination/Withdrawing
Attachments
Comments
Review Dashboard
Case History

Participants - Recruitment

How many participants do you expect to recruit?

qwerty qwerty

Add Comment

add amount

8. If a Reviewer has uploaded a suggested document in the Attachments tab, the Chair can see this document along with the Reviewers name. If more than one Reviewer uploaded a suggested document, they will both appear here.
 - a. The Chair can view each document by clicking the **View Suggestion** link

New Doc Required
[RAS Reviewer View Suggestion](#)

Add Comment

add new doc

- b. The Chair must then upload their own suggested document by check **New Doc Required** then **Upload Suggestion**. This document is the one that will be sent back to HEO to send back to the PI.



9. All comments, they will be summarized in the **Comments** tab of the submission

Summary*	Research Personnel	Participants	Consent Process	Data	Risks/Benefits	Dissemination/Withdrawing	Attachments	Comments	Review Dashboard	Case History
Summary of New Comments:										
Location	Field	Current Value	Comment							
Summary >> Purpose of the Research	Lay Summary	This is my brief statement.	add more information							

10. Input the **Decision** for this review under the Chair Review section

[Instructions](#)

Chair Review

Decision

Do you have a conflict of interest?
 Yes No

Review Comments

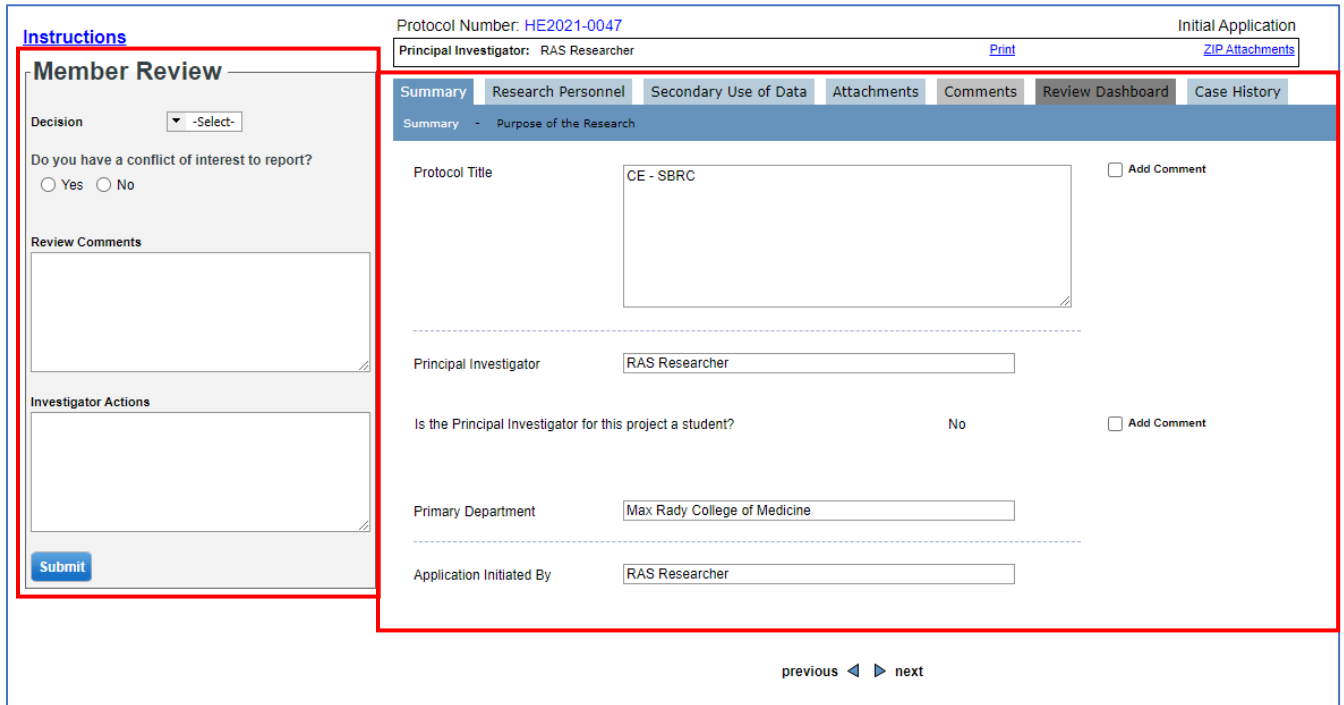
Investigator Actions

11. Indicate whether there is a conflict of interest by selecting Yes or No
 12. Add additional **Review Comments** and/or **Investigator Actions**, if needed
 13. Click **Submit**

The review will now be sent back to the HEO.

Delegated Member Review

1. Click on the **Complete Review** To Do List task
2. There are 2 main sections in this view: **Member Review** and **Application** section



Protocol Number: HE2021-0047 Initial Application

Principal Investigator: RAS Researcher [Print](#) [ZIP Attachments](#)

Summary **Research Personnel** Secondary Use of Data Attachments Comments **Review Dashboard** Case History

Summary - Purpose of the Research

Protocol Title Add Comment

Principal Investigator

Is the Principal Investigator for this project a student? Add Comment

Primary Department

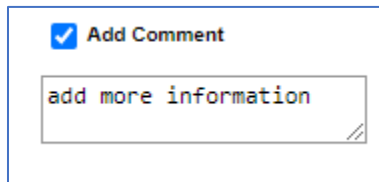
Application Initiated By

previous ◀ ▶ next

3. Navigate through the tabs and subtabs of the application section and review the answers to each question

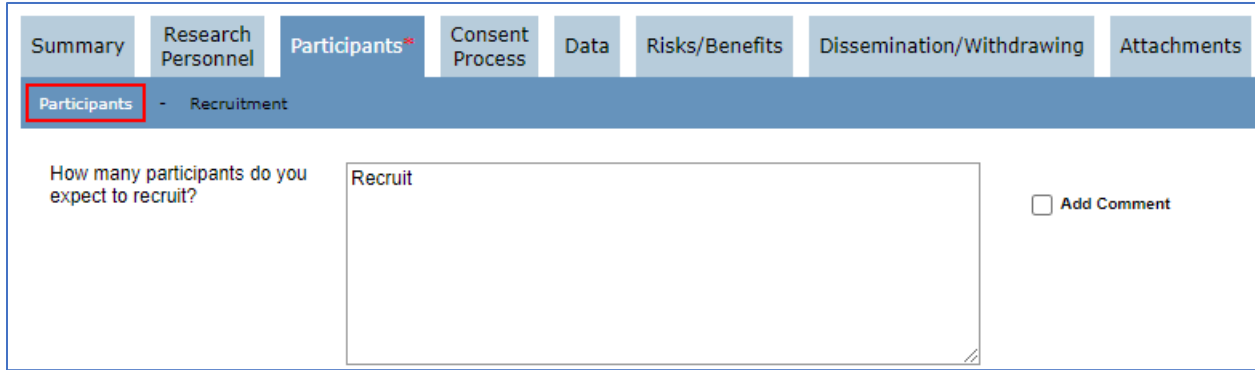
Note: The protocol can be printed at this point to review a PDF version. Please remember all comments must be added to the review in the system. The system will not print your comments made, only the submission. Click the **Print** button at the top right-hand side of the review to generate a PDF of the submission.

4. To add comments to a specific question, check the box next to **Add Comment**, a text box will appear where you can add comments



Add Comment

5. The * on any of the tabs indicates there is a comment made
6. If the HEO made any comments, Office Comments will appear
 - a. Hover over these comments to view them

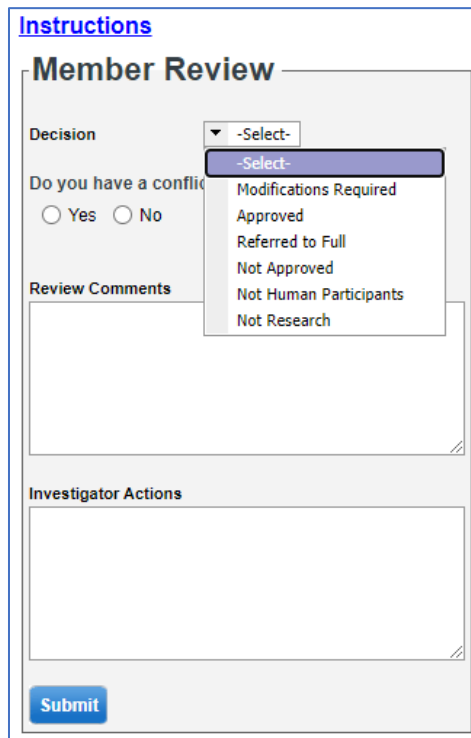


Summary Research Personnel **Participants*** Consent Process Data Risks/Benefits Dissemination/Withdrawing Attachments

Participants - Recruitment

How many participants do you expect to recruit? Add Comment

7. Input the **Decision** for this review under the Member Review pane



[Instructions](#)

Member Review

Decision

Do you have a conflict of interest?
 Yes No

Review Comments

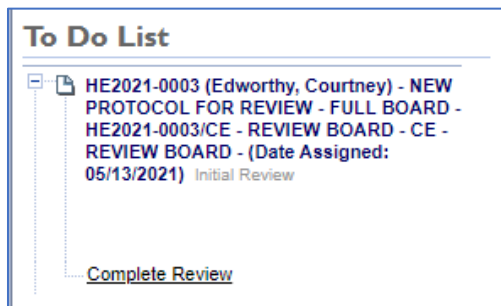
Investigator Actions

8. Indicate whether there is a conflict of interest by selecting Yes or No
9. Add additional **Review Comments** and/or **Investigator Actions**, if needed
10. Click **Submit**

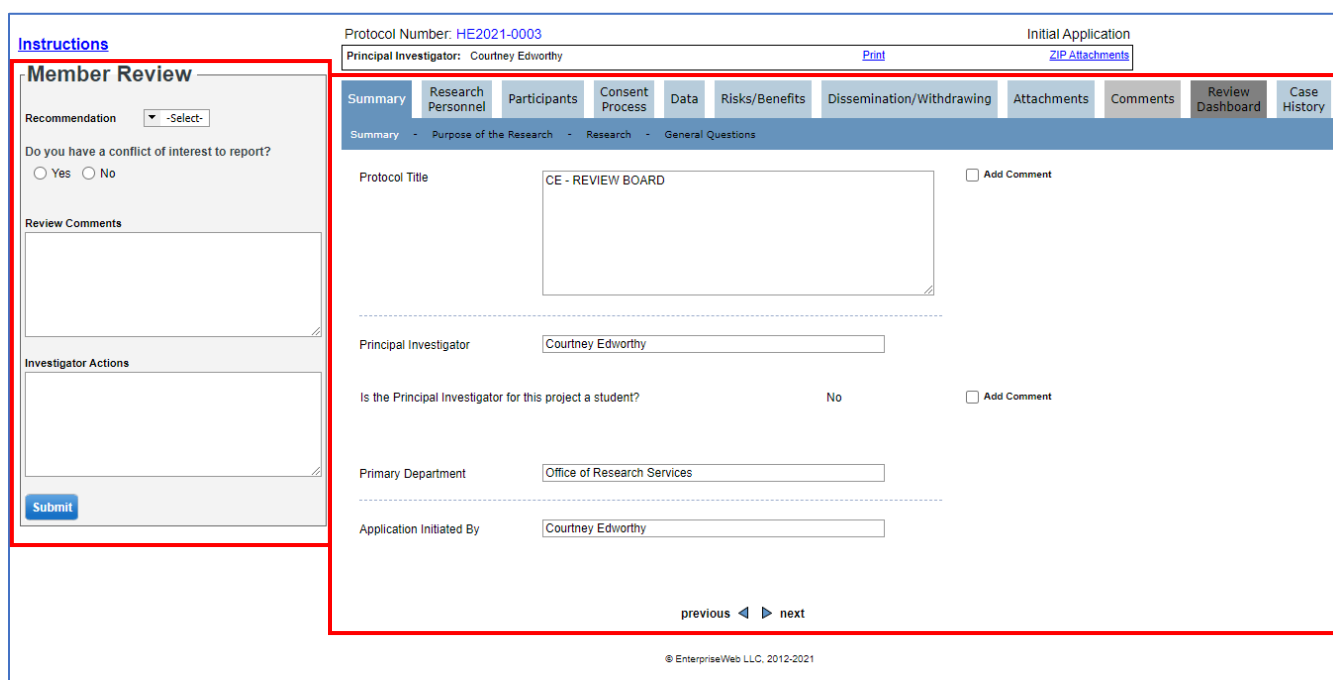
The review will now be sent back to the HEO.

Board Member Review

1. Click on the **Complete Review** To Do List task



2. There are 2 main sections in this view: **Member Review** and **Application** section



3. Navigate through the tabs and subtabs of the application section and review the answers to each question

Note: The protocol can be printed at this point to review a PDF version. Please remember all comments must be added to the review in the system. The system will not print your comments made, only the submission. Click the **Print** button at the top right-hand side of the review to generate a PDF of the submission.

4. To add comments to a specific question, check the box next to **Add Comment**, a text box will appear where you can add comments

Add Comment

be more specific

5. The * on any of the tabs indicates there is a comment made
6. If the HEO made any comments, Office Comments will appear
 - a. Hover over these comments to view them

Summary
Research Personnel
Participants*
Consent Process
Data
Risks/Benefits
Dissemination/Withdrawing
Attachments

Participants - Recruitment

How many participants do you expect to recruit?

Recruit

Add Comment

7. Input the **Recommendation** for this review under the Member Review pane

[Instructions](#)

Member Review

Recommendation -Select-

-Select-
 Modifications Required
 Approved
 Not Approved
 Not Human Participants
 Not Research

Do you have a conflict of interest?
 Yes No

Review Comments

Investigator Actions

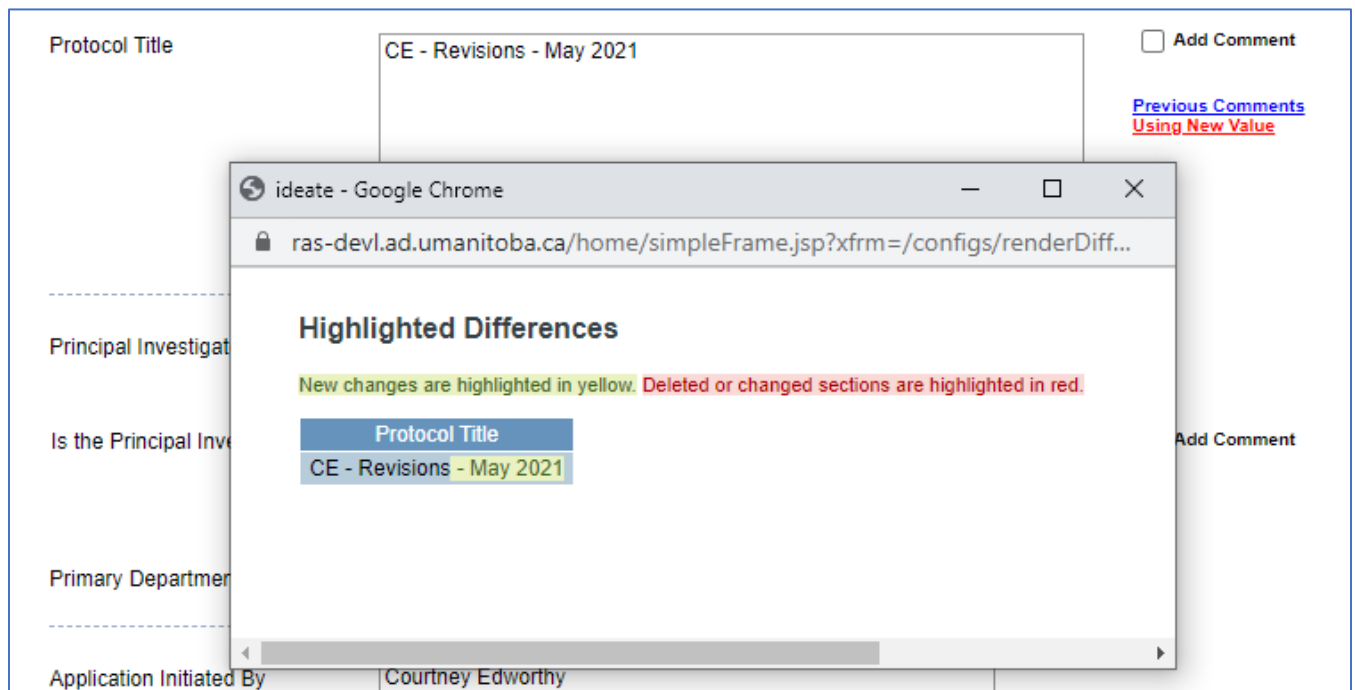
8. Indicate whether there is a conflict of interest by selecting Yes or No
9. Add additional **Review Comments** and/or **Investigator Actions**, if needed
10. Click **Submit**

Revision Changes

After the PI completes the Modifications Required (Revision) task, the application/submission will be sent back for review. Any changes the PI made are indicated with **Using New Value** beside the question on the form.

Click on the [link](#) to view changes made.

New changes will be highlighted in Yellow, Deleted or Changes section will be highlighted in Red.



The screenshot shows a web form with the following elements:

- Protocol Title:** CE - Revisions - May 2021
- Buttons:** Add Comment (top right), Previous Comments Using New Value (blue link), Add Comment (bottom right)
- Principal Investigator:** (field partially visible)
- Is the Principal Investigator:** (field partially visible)
- Primary Department:** (field partially visible)
- Application Initiated By:** Courtney Edworthy

The 'Highlighted Differences' window displays:

Highlighted Differences

New changes are highlighted in yellow. Deleted or changed sections are highlighted in red.

Protocol Title
CE - Revisions - May 2021

Viewing Final Comments

Once a submission has been sent back to the PI, reviews can view the final comments provided by viewing the protocol in the Lifecycle Event Manager.

1. Navigate to the **LiveList**
2. Select the protocol from the list by clicking on the protocol number link under the **Protocol/Project Number** column
3. Under the Lifecycle Event Manager tab, locate the **Detail** column under Submissions



Protocol/Project Number: HE2021-0037 | Title: | PI: RAS Researcher | Status: Revisions Required

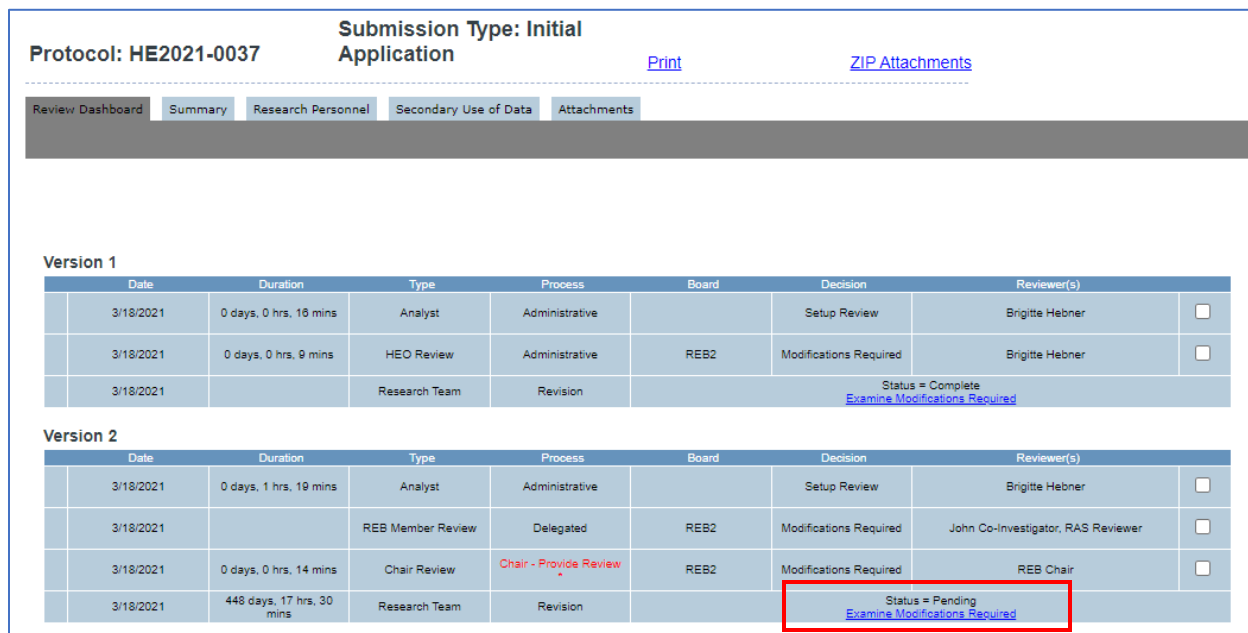
Navigation: Lifecycle Event Manager | Communications | Summary | Research Personnel | Secondary Use of Data | Attachments

Main: Stage: Application | Status: Revisions | Actions: -No Available Actions- | Go

Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details
1 Initial Application	03/18/2021	View	Revisions	Pending	View	View

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4. Click on the **View** link for the submission you would like to view
5. Under the Review Dashboard you can see a list of all reviews that have occurred for this submission
6. To view the Chairs final comments, click on the **Examine Modifications Required** link



Protocol: HE2021-0037 | Submission Type: Initial Application | [Print](#) | [ZIP Attachments](#)

Navigation: Review Dashboard | Summary | Research Personnel | Secondary Use of Data | Attachments

Version 1

Date	Duration	Type	Process	Board	Decision	Reviewer(s)
3/18/2021	0 days, 0 hrs, 16 mins	Analyst	Administrative		Setup Review	Brigitte Hebner
3/18/2021	0 days, 0 hrs, 9 mins	HEO Review	Administrative	REB2	Modifications Required	Brigitte Hebner
3/18/2021		Research Team	Revision			

Status = Complete
[Examine Modifications Required](#)

Version 2

Date	Duration	Type	Process	Board	Decision	Reviewer(s)
3/18/2021	0 days, 1 hrs, 19 mins	Analyst	Administrative		Setup Review	Brigitte Hebner
3/18/2021		REB Member Review	Delegated	REB2	Modifications Required	John Co-Investigator, RAS Reviewer
3/18/2021	0 days, 0 hrs, 14 mins	Chair Review	Chair - Provide Review	REB2	Modifications Required	REB Chair
3/18/2021	448 days, 17 hrs, 30 mins	Research Team	Revision			

Status = Pending
[Examine Modifications Required](#)

7. All comments made will be summarised under **Review Comments** in the **Comments & Changes** tab

Protocol Number:		Human Ethics Protocol	
Principal Investigator: RAS Researcher			
Comments & Changes	Summary*	Research Personnel	Participants*
	Consent Process*	Data	Risks/Benefits*
			Dissemination/Withdrawing*
			Attachments

Chair Review: REB Chair (Version: 1) / Created Response Submission

Summary of Current Comments:

Location	Field	Current Value	Review Comments
Summary >> Summary Summary >> Purpose of the Research	Protocol Title	June 2nd - Protocol	please be more specific reword second sentence
Risks/Benefits >> Benefits	What are the indirect benefits for participants participating in the research?	The potential benefits to participants, other than those they will experience due to	please review this section again and add more detail.