

# How to Review a Submission

## RAS Training Documentation

Last Modified: July 30, 2024

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## Reviews

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

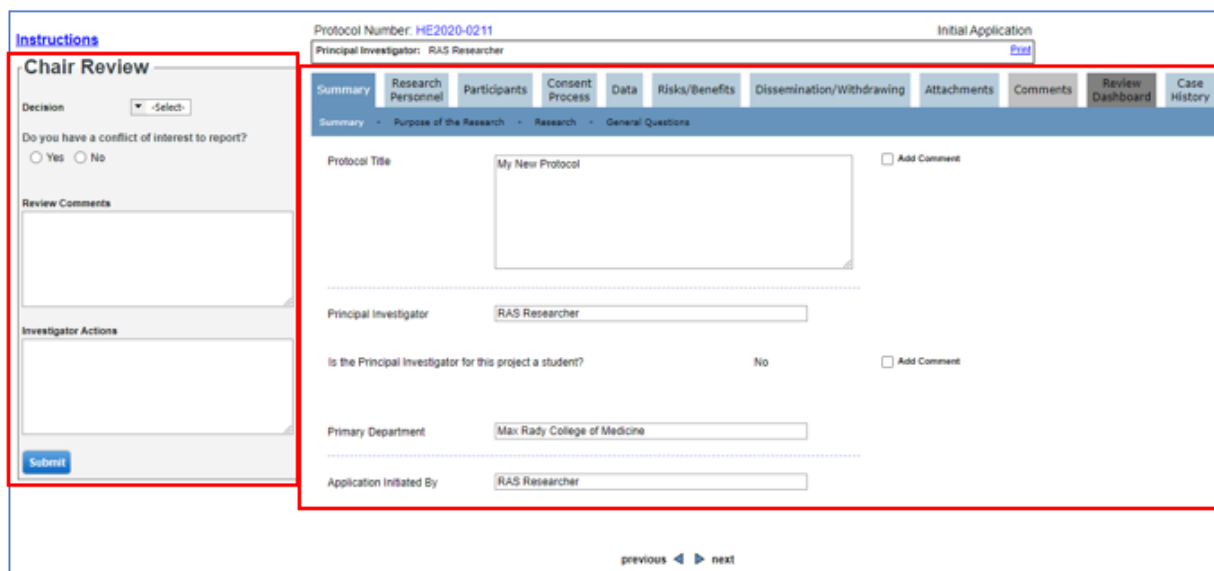
### Chair Review

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 OHRE.

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 OHRE 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
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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

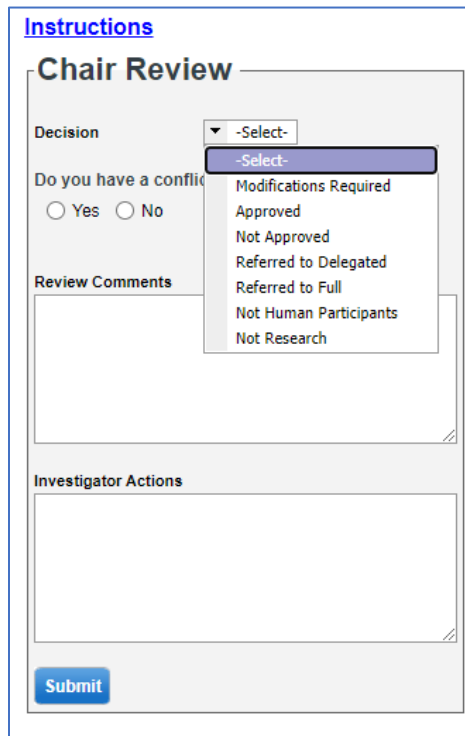
- b. The Chair must then upload their own suggested document by check **New Doc Required** then **Upload Suggestion**. This document is the one that will be sent back to OHRE to send back to the PI.



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								
<p>Summary of New Comments:</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Field</th> <th>Current Value</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Summary &gt;&gt; <a href="#">Purpose of the Research</a></td> <td>Lay Summary</td> <td>This is my brief statement.</td> <td>add more information</td> </tr> </tbody> </table>											Location	Field	Current Value	Comment	Summary >> <a href="#">Purpose of the Research</a>	Lay Summary	This is my brief statement.	add more information
Location	Field	Current Value	Comment															
Summary >> <a href="#">Purpose of the Research</a>	Lay Summary	This is my brief statement.	add more information															

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



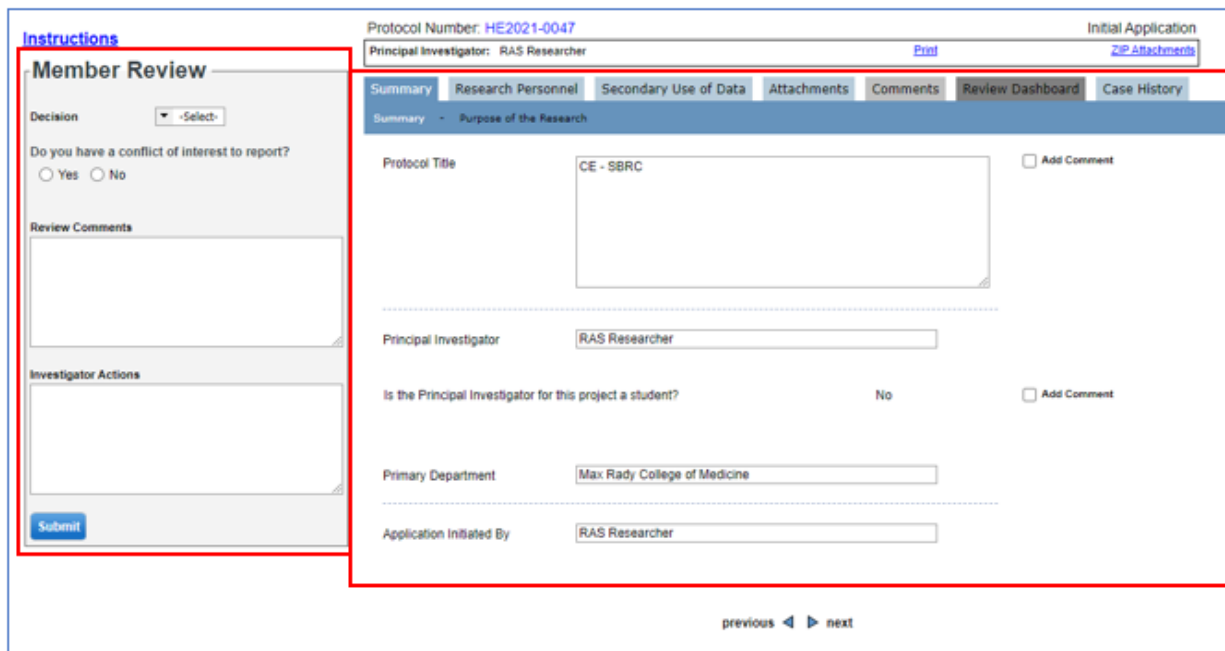
A form titled "Chair Review" with a "Decision" dropdown menu. The dropdown menu is open, showing options: "-Select-", "-Select-", "Modifications Required", "Approved", "Not Approved", "Referred to Delegated", "Referred to Full", "Not Human Participants", and "Not Research". Below the dropdown menu, there are radio buttons for "Do you have a conflict of interest?" with options "Yes" and "No". There is a "Review Comments" text area and an "Investigator Actions" text area. At the bottom, there is a "Submit" button.

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**

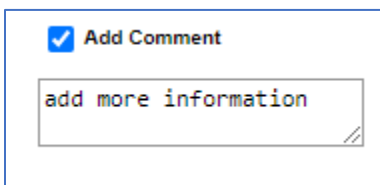
The review will now be sent back to the OHRE.

## 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



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



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

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

- Recruitment

How many participants do you expect to recruit?

Recruit

☐ Add Comment

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

[Instructions](#)

### Member Review

Decision

-Select-

-Select-

Modifications Required

Approved

Referred to Full

Not Approved

Not Human Participants

Not Research

Do you have a conflict of interest?

☐ Yes ☐ No

Review Comments

Investigator Actions

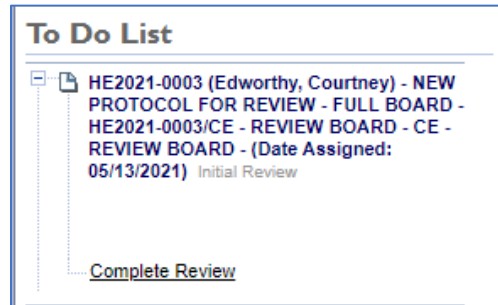
Submit

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 OHRE.

## Board Member Review

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

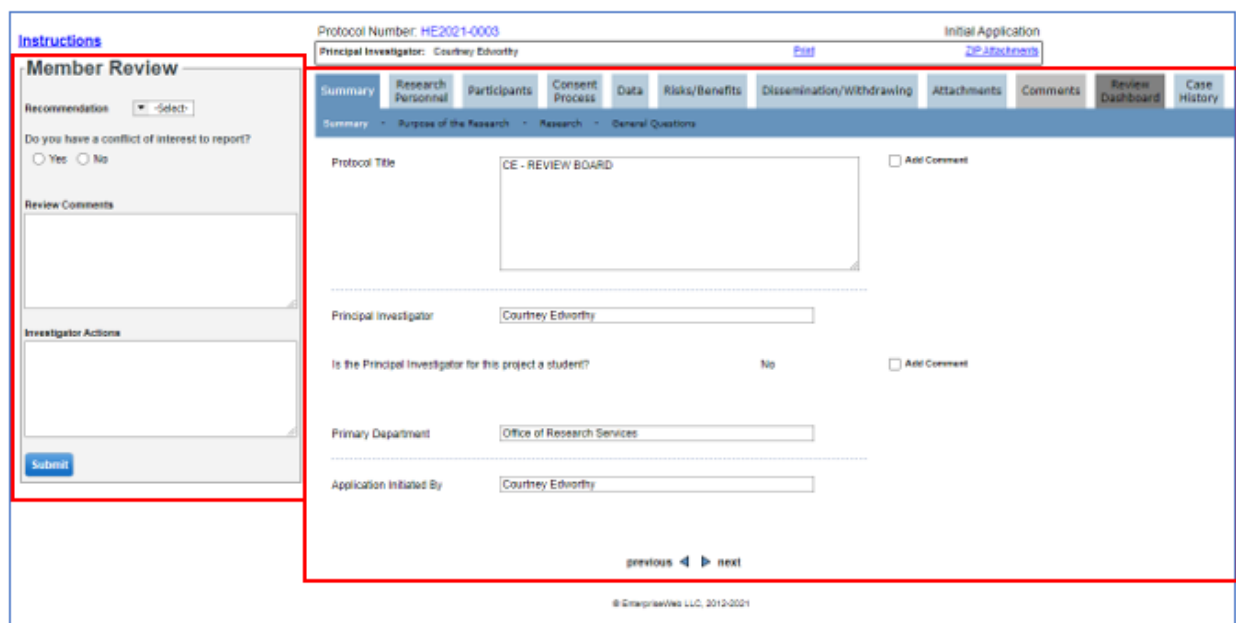


**To Do List**

HE2021-0003 (Edworthy, Courtney) - NEW PROTOCOL FOR REVIEW - FULL BOARD - CE - REVIEW BOARD - (Date Assigned: 05/13/2021) Initial Review

[Complete Review](#)

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



Instructions

Protocol Number: HE2021-0003 Initial Application

Principal Investigator: Courtney Edworthy [Print](#) [2P Attachments](#)

**Member Review**

Recommendation:

Do you have a conflict of interest to report?  
☐ Yes ☐ No

Review Comments

Investigator Actions

**Application**

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

Summary Purpose of the Research Research General Questions

Protocol Title: CE - REVIEW BOARD ☐ Add Comment

Principal Investigator: Courtney Edworthy

Is the Principal Investigator for this project a student? No ☐ Add Comment

Primary Department: Office of Research Services

Application Initiated By: Courtney Edworthy

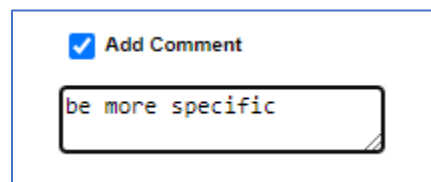
previous next

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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

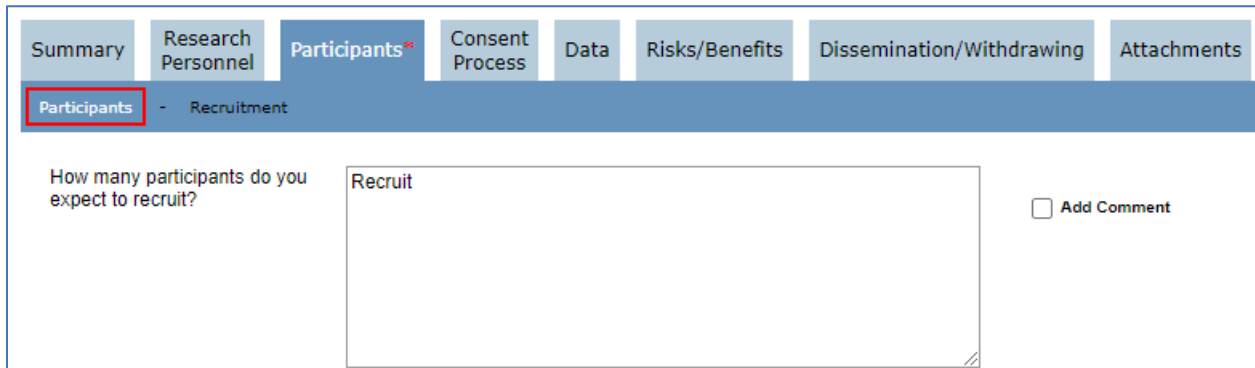


☒ Add Comment

be more specific



5. The \* on any of the tabs indicates there is a comment made
6. If the OHRE 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

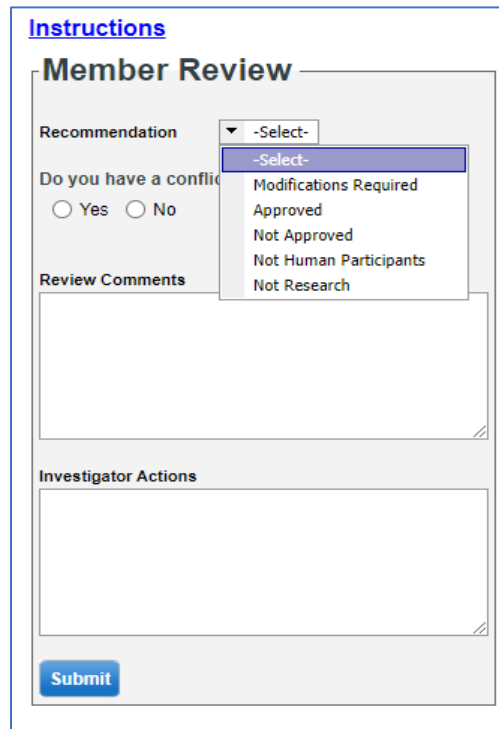
**Participants** - Recruitment

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

Do you have a conflict of interest?

☐ Yes ☐ No

Review Comments

Investigator Actions

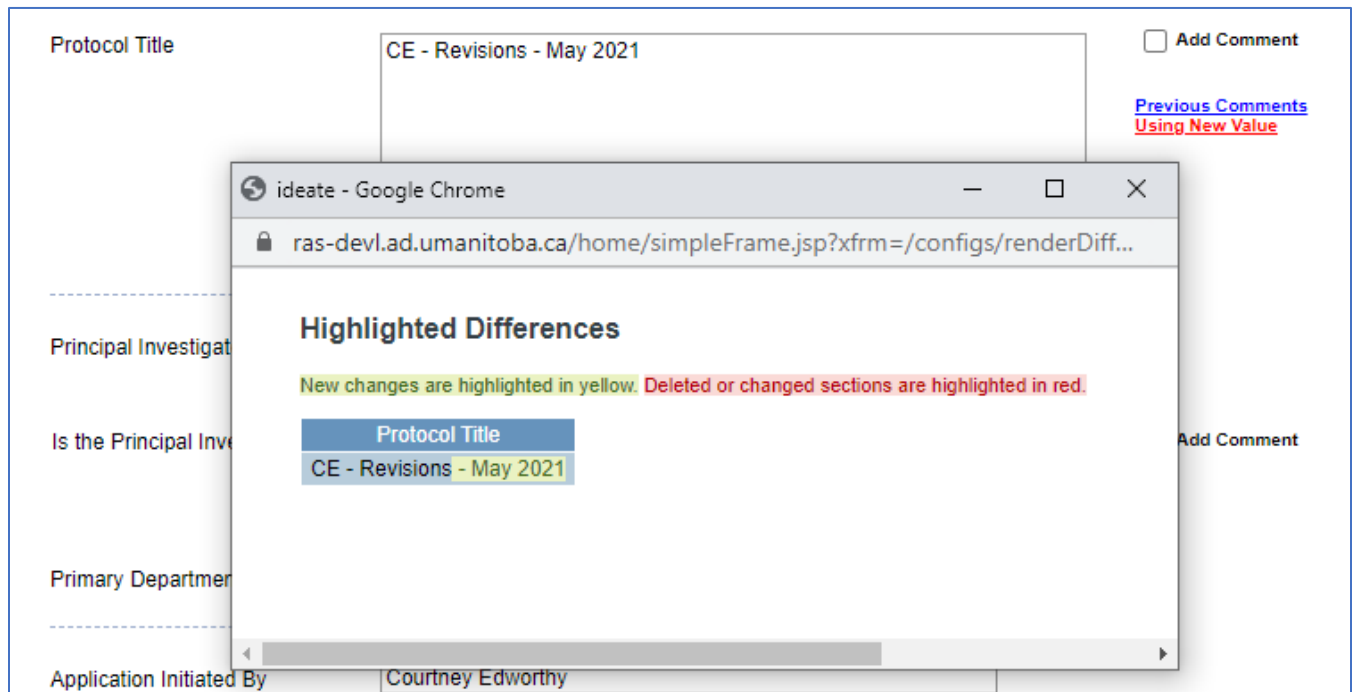
8. Indicate whether there is a conflict of interest by selecting Yes or No
9. Add additional **Review Comments** and/or **Investigator Actions**, if needed
10. Click **Submit**

## 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 application interface for protocol management. The main form includes fields for 'Protocol Title' (containing 'CE - Revisions - May 2021'), 'Principal Investigator', 'Is the Principal Investigator', 'Primary Department', and 'Application Initiated By' (containing 'Courtney Edworthy'). There are 'Add Comment' buttons and links for 'Previous Comments' and 'Using New Value'. A popup window titled 'Highlighted Differences' is overlaid on the form, displaying the text: 'New changes are highlighted in yellow. Deleted or changed sections are highlighted in red.' Below this text is a table with two rows: 'Protocol Title' and 'CE - Revisions - May 2021'. The text 'May 2021' in the second row is highlighted in yellow.

## 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: RAS Researcher Status: Revisions Required

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

Main

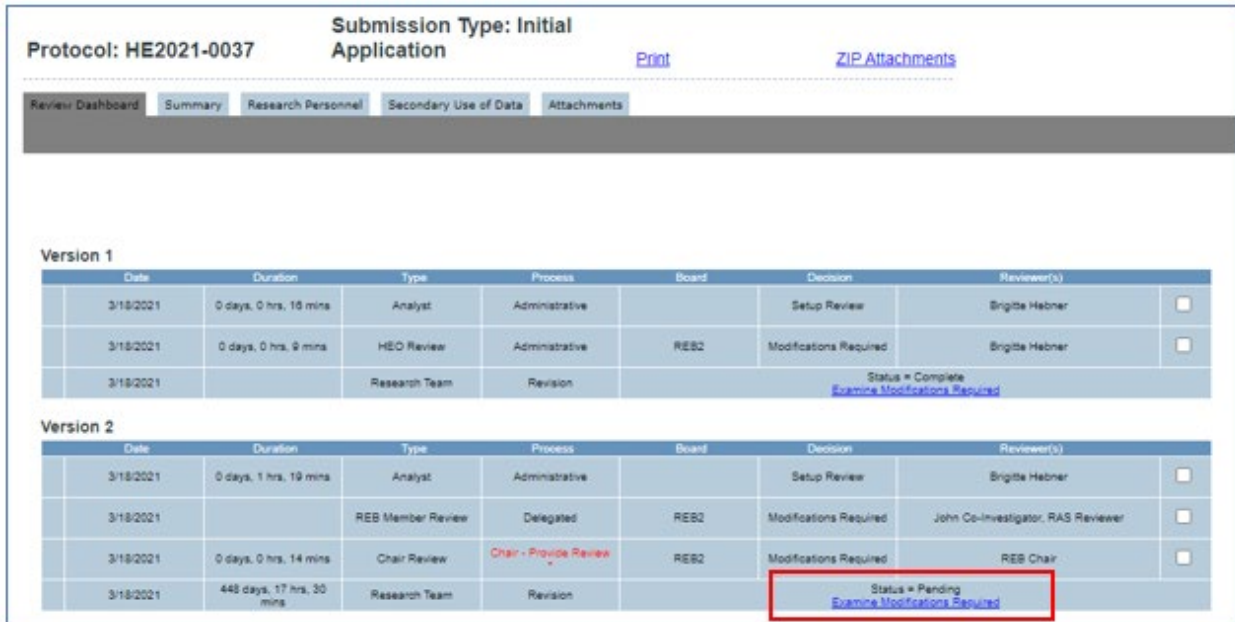
Stage: Application Status: Revisions Actions: -No Available Actions- Go

**Submissions**

Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details
1 Initial Application	03/18/2021	<a href="#">View</a>	Revisions	Pending	<a href="#">View</a>	<a href="#">View</a>

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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](#)

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
<a href="#">Summary &gt;&gt; Summary</a>	Protocol Title	June 2nd - Protocol	please be more specific
<a href="#">Summary &gt;&gt; Purpose of the Research</a>	Describe the research question(s) and objectives for this research study.	<p>The MDAM plans to run the Turning Pages program three times in 2018, and will use our program evaluation data to make modifications and improvements to the program. Prior to starting the group, participants will be sent an introduction letter (see attached) that welcomes them to the group and introduces them to the research project. Participants will also receive either an email link or hard copy of our consent form (see attached). Participants will be asked to arrive 15-30 minutes before the start of the first 2 group to complete the consent forms, if they have not completed them already. At the beginning of sessions 1-5, and at the end of session 6, participants will be asked to complete a short battery of outcome measures, including (a) the Patient Health Questionnaire-9 (PHQ-9) to assess symptoms of depression, (b) the Generalized Anxiety Disorders-7 (GAD-7) questionnaire to assess symptoms of anxiety, and (c) the 5-item short form of the Mindful Attention and Awareness Scale (MAAS) to assess state mindfulness. One month following the 6th session we will ask participants to return to MDAM to take part in a focus group in order to obtain feedback about the Turning Pages program. Feedback will include (a) the psychological assessment battery outlined above, (b) a paper-and-pencil social validity questionnaire that provides us with individual feedback, and (c) an audiotaped focus group that will touch on and expand upon the questions we ask in the social validity questionnaire.</p>	reword second sentence
<a href="#">Risks/Benefits &gt;&gt; Benefits</a>	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.