How to Review a Submission

RAS Training Documentation

Last Modified: July 30, 2024

Contents

Questions? Contact: RAS_Support@umanitoba.ca

Reviews

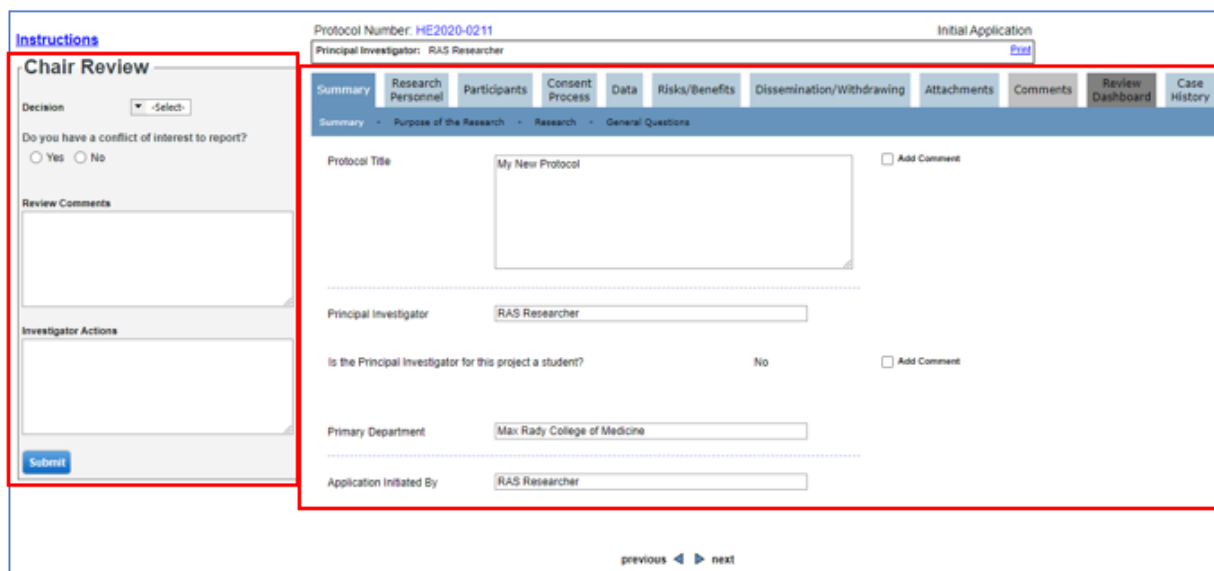When the OHRE sends out a review, the reviewer/chair will receive an email notification as well as a task.

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

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

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

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.
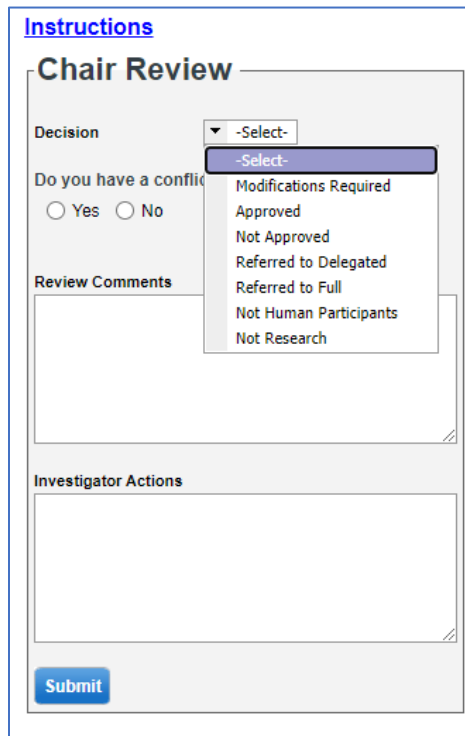   a. The Chair can view each document by clicking the **View Suggestion** link

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

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

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
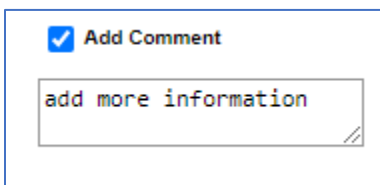13. Click **Submit**

The review will now be sent back to the OHRE.

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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

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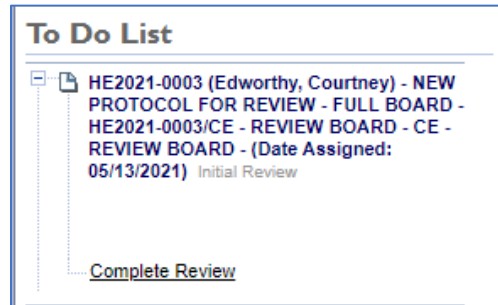7. Input the **Decision** for this review under the Member Review pane

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.

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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 -
HE2021-0003/CE - REVIEW 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

Member Review

Protocol Number: HE2021-0003   Initial Application
Principal Investigator: Courtney Edworthy   Print   ZIP Attachments

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

Summary · Purpose of the Research · Research · General Questions

Recommendation ▼ -Select-

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

Protocol Title   CE - REVIEW BOARD   ☐ Add Comment

Review Comments

Principal Investigator   Courtney Edworthy

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

Investigator Actions

Primary Department   Office of Research Services

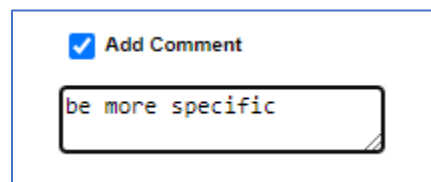Application Initiated By   Courtney Edworthy

[Submit]

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
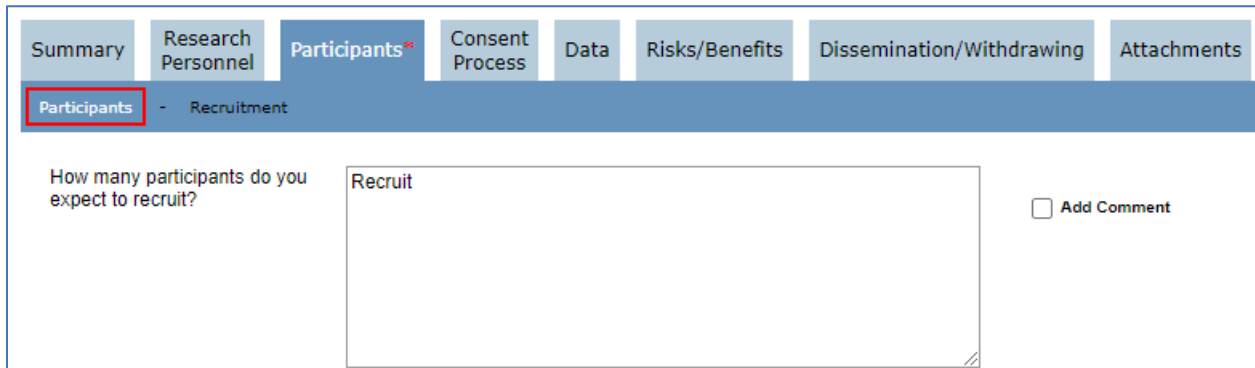
☑ **Add Comment**

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

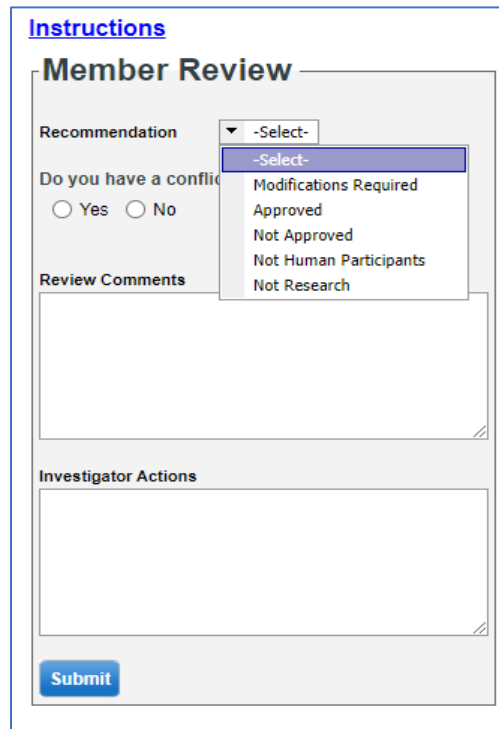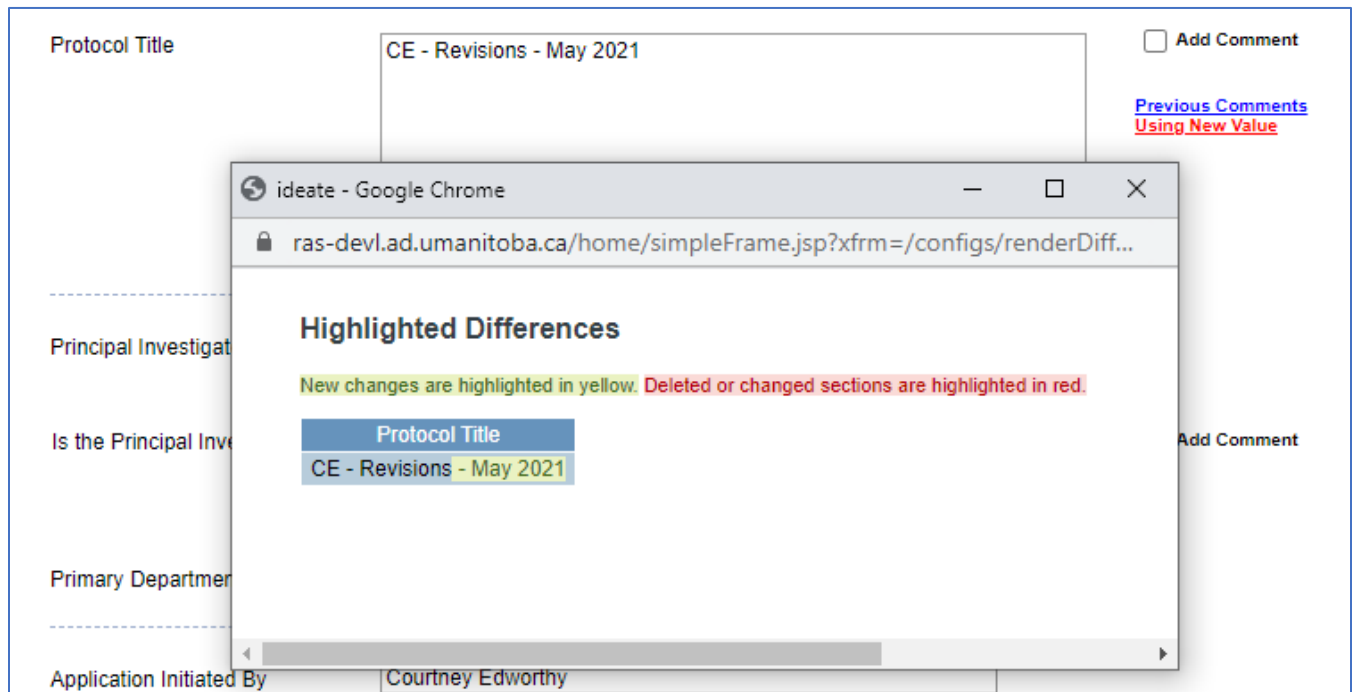| Summary	Research Personnel	Participants*	Consent Process	Data	Risks/Benefits	Dissemination/Withdrawing	Attachments

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

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.

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Click on the link to view changes made.

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

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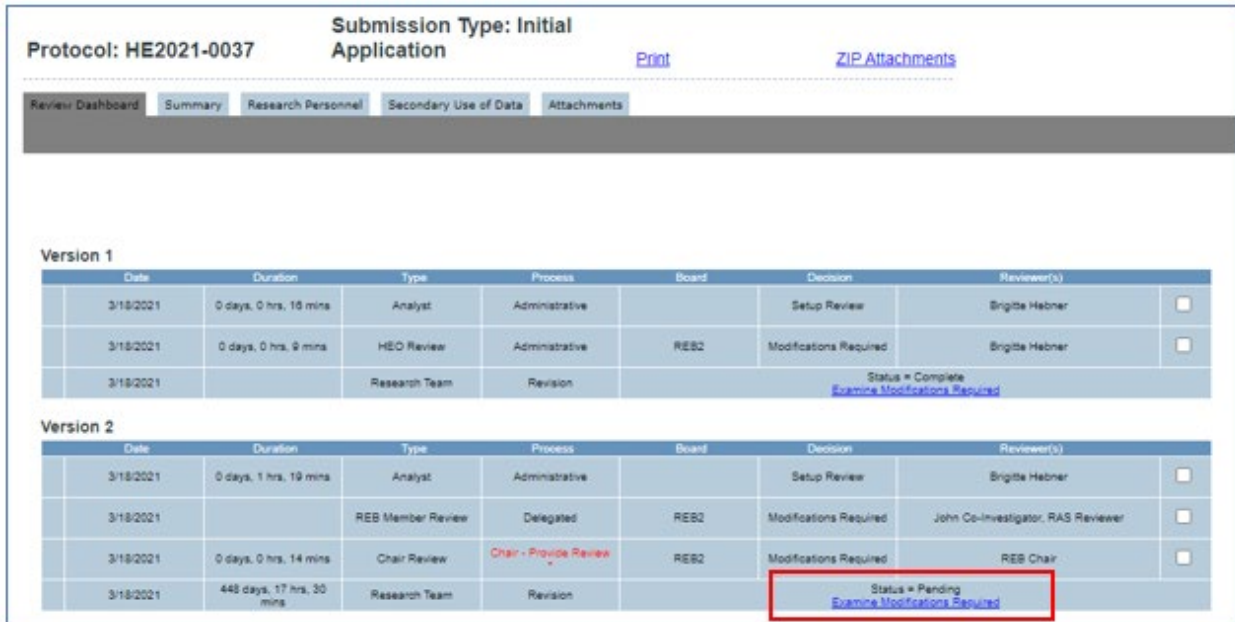
4. Click on the **View** link for the submission you would like to view
5. Under the Review Dashboard you can see a list of all reviews that have occurred for this submission
6. To view the Chairs final comments, click on the **Examine Modifications Required** link

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

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