



eIRB Reviewer Steps

Purpose

This document outlines the events leading up to an IRB Meeting that require attention from IRB Committee Members.

eIRB Reviewer Steps

1. Before meeting, IRB Coordinators will send an email asking for attendance. You can mark attendance by signing into the **eIRB system** and either **Confirm Attendance** or **Decline Attendance** for the meeting in question.



2. Once attendance has been confirmed, the IRB Coordinator will work with the IRB Chair to approve agenda. During this time, you will **NOT** hear from the IRB Coordinator.
3. You will be notified when the Meeting Agenda has been finalized. The email will look like this:

From: vpr-irb@arizona.edu <vpr-irb@arizona.edu>
 Sent: Tuesday, September 7, 2021 9:26 AM
 To: Olson, Courtney L - (courtneyolson) <courtneyolson@arizona.edu>; Lewis, Deborah Yumi French - (dyfrench) <dyfrench@arizona.edu>; Basu, Kakoli - (kbasu) <kbasu@arizona.edu>; Gonzales Pryor, Jared - (jpryor) <jpryor@arizona.edu>
 Subject: Agenda for DO NOT USE - Committee Training 9/7

Notification of Meeting Agenda

To: Letitia Bible
 Link: [DO NOT USE - Committee Training 9/7](#)

The agenda for this meeting has been generated or updated and is available at the following link: [Agenda for DO NOT USE - Committee Training 9 7.docx\(0.01\)](#)

University of Arizona eIRB

For questions about your submission, email your assigned IRB coordinator. For general IRB questions, email vpr-irb@arizona.edu.

4. After agenda is approved, the IRB Coordinators will assign reviewers to projects. You will receive an email notification from the eIRB system to your **UArizona email account**. The email will state "Notification of Reviewer Assignment". Follow the link in the email to review the study you are assigned to. The email looks like this:



eIRB Reviewer Steps

From: vpr-irb@arizona.edu <vpr-irb@arizona.edu>
Sent: Tuesday, September 7, 2021 9:24 AM
To: Olson, Courtney L - (courtneyolson) <courtneyolson@arizona.edu>; Lewis, Deborah Yumi French - (dyfrench) <dyfrench@arizona.edu>; Basu, Kakoli - (kbasu) <kbasu@arizona.edu>; Gonzales Pryor, Jared - (jpryor) <jpryor@arizona.edu>
Subject: Assigned as reviewer for DO NOT USE - Committee Training 9/7

Notification of Reviewer Assignment

To: Jason Karnes
Link: [DO NOT USE - Committee Training 9/7](#)

You have been assigned as a reviewer for items to be reviewed at this meeting. All of your reviews should be complete prior to the start of the meeting (9/7/2021 4:00 PM.) Click the link above to view the meeting workspace and your review assignments.

University of Arizona eIRB

For questions about your submission, email your assigned IRB coordinator. For general IRB questions, email VPR-IRB@arizona.edu.

- While reviewing a submission, please remember that both the Primary and Secondary reviewer will need to log their comments by selecting “**Add Review Comments**” from the submission’s Workspace. These comments will be hidden from the research team, and only the IRB will be able to view this. **Important!** Even if you have no revisions needed, please select this option, and enter your Review Comments.

Committee Review

Entered IRB: 9/16/2021 4:04 PM
Last updated: 9/21/2021 10:08 AM

Next Steps

- [Review Modification/CR](#)
- [Printer Version](#)
- [Request Clarification by Committee Member](#)
- [Add Review Comments](#)
- [Add Comment](#)
- [Add Private Comment](#)
- [Training Records - Coming Soon!](#)
- [Historical Documents](#)

MODCR0000022: Modification

Principal investigator: ██████████
Submission type: Modification and Continuing Review
Primary contact: ██████████

History

Contacts

Documents

IRB Assignment Details

Filter by Activity Enter text to search for

Activity

- Committee Review Updated
- Assigned to Meeting: 09/21 Mock Meeting

[Link: 09/21 Mock Meeting](#)

- You can view the submission by selecting “Review Study” which will open the Smart Forms. This will also take you to all documents submitted with the projects. Documents can also be found in the Documents tab from the Submission’s Workspace.

Comments Key

In the submission Workspace, you will see several activities. This section outlines what each of these activities means:



eIRB Reviewer Steps

Committee Review

Entered IRB: 9/16/2021 4:18 PM
 Last updated: 9/21/2021 10:07 AM

Next Steps

Review Modification/CR

Printer Version

↩ Request Clarification by Committee Member

Add Review Comments

💬 Add Comment

🗉 Add Private Comment

📅 Training Records - Coming Soon!

📅 Historical Documents

(IRB - Mod/CR - In-Review)

MODCR00000023: Modification and C

Principal investigator: [REDACTED]
Submission type: Modification and Continuing Review
Primary contact: [REDACTED]

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graph LR
    A([Pre-Submission]) --> B([Pre-Review])
    B --> C([IRB Review])
    C --> D([Post-Rev])
    B --> E([Clarification Requested])
    E --> B
    C --> F([Clarification Requested])
    F --> C
    D --> G([Modificat Require])
          
```

History
Contacts
Documents
IRB Assignment Details
Reviews
F

Filter by Activity Enter text to search for Q +A

Activity

- Committee Review Updated
- Assigned to Meeting: 09/21 Mock Meeting
[Link: 09/21 Mock Meeting](#)
- Pre-Review Submitted

- Request Clarifications by Committee Member:** This selection will email the research team directly with any revisions that are needed. This selection bypasses the IRB Coordinators. Remember, revisions cannot be made until after meeting has ended.
- Add Review Comments:** You will **ALWAYS** select this option to enter your reviewer comments prior to meeting when you are a Primary or Secondary Reviewer. This comment can only be seen by IRB staff and IRB Committee Members.
- Add Comment:** If you need to ask something of the IRB or research team, you can leave a comment on the submission. This is useful if you have a question about something specific to the project, such as specific amounts of blood draws, medicine schedule, if the project has a specialized individual on the personnel or not, etc. When you select “Add Comment” you will be given the option of who should receive an email notification. All those selected will be alerted. Please note, using this option will leave a **PUBLIC** comment that anyone with access to the project can view.
Add Private Comment: If you want to ask something of the IRB, that the research team **cannot** view, you can select “Add Private Comment”. This will allow you to ask something of the IRB Coordinator for clarifications.