Committee Member Guide

Overview: After Research Compliance reviews are completed the protocol goes to the Committee Chair.

Chair Review Process

1. The Chair will receive an email in their TCU email account
   From: Administrator, TCU
   Subject: Protocol Number: ___/____ - Chair Review

   The body of the email will let the Chair know that the protocol is now ready for Chair review and will contain a Log In link that the Chair can use to access InfoEd. If the Chair logs in with this link they will be taken directly to the Task/Assignment window for this protocol.

   Note: The Chair can also access this task under Things To Do from the main Dashboard within InfoED.

2. Task/Assignment Window

   This is where the chair can open and review the protocol. Click the Protocol Application link and a new window opens to the Main form.

   Note: The Chair can review any comments made by at the Pre-Review stage by clicking on Show Assignment History button at the bottom of the Task/Assignment window.
3. Reviewer Comments
   To Review all comments previously made click on the Comments Panel button on the top of each form.

To review comments on a particular field/question, hover over field/question marked with 🍀 or 🍁 icons. These icons indicate there is a comment on that field/question.

To comment on a field/question, click on the pencil 🖋️ icon to the left of the field/question.
If a field/question has a comment, click on the 🍀 or 🍁 icon to the left of the field/question.

4. Comment Window

   a) Click the “To…” button to address the comment to a distribution group. Select ‘Admin-Reviewers’ then click ‘Save’ and ‘Close’. Note: PI will not see these comments. You must select ‘PI-Admin-Reviewers’ for the PI to see the comments.

   b) In the Message text box, type in the comment(s) for that field/question. 
   *Note: Once a comment is posted it cannot be edited or deleted.*

   c) If a response is required, click the checkbox ‘Response Required’.
   *Note: Enforces that a reply is entered in the comments box; it does not validate or enforce that a change is made to field/question.*

   d) Click the ‘Post’ button.

When a comment has been posted a 🍀 or 🍁 icon appears next to the question to indicate there is a comment on that field/question.

When done with adding comments click the Close button at the top.
At this stage you will be taken back to the Task/Assignment Window where you can Finalize your Task/Assignment.

1. Finalize Task and Next Step/Decision

   The Chairperson will review the protocol and determine if the protocol is exempt.

   NOTE: A principal investigator may request exempt status, but the determination is made by the IBC Chairperson.

   a) Exempt. If the Chairperson deems the protocol is exempt, the Chairperson will work with the Principal Investigator on revisions, if necessary, and complete the review. Once completed, the protocol will be approved and placed on the next scheduled meeting agenda for notice purposes.

       *InfoEd Note: Currently the workflow is not set up to allow direct interaction between the Chair and the PI. The Chair must send revisions requests to the Committee Review step in the workflow.*

   b) Non-Exempt. Non-exempt protocols must be reviewed by the IBC and acted on at a convened meeting of the committee

      a. Add additional supporting documents
      b. Add comments
      c. Select Next Step/Decision as Committee Review.
         The will send the protocol to the Research Office (Committee Review) for further review.

Finalize your task by clicking I am done button at the top right of the Task/Assignment window.

At this stage this task is complete and will be removed from your Things to Do list. If you selected to send the proposal to the committee then you will have a Committee task appear in your Things to Do.
IBC Committee Member Review Process

Overview:

If the Chairs determines that the protocol needs to go to the DRB Committee review then all committee members will be notified that that the protocol is ready for review.

1. All committee members will receive an email in their TCU email account indicating that the protocol is ready for review.

   From: Administrator, TCU
   Subject: Review Assignment: _/_/_ - Reviewer: your name

   The body of the email will let the reviewer know that the protocol is ready for review. The body of the email will contain an Action Item link that the reviewer can use to access InfoEd. If the reviewer logs in with this link they will be taken directly to the Task/Assignment window for this protocol.

   NOTE: The reviewer can also access this task under Things To Do from the main Dashboard within InfoED.

2. Task/Assignment Window

   This is where the reviewer can open and review the protocol. Click the Protocol Application link and a new window opens to the Main form.

3. To Review all comments previously made click on the Comments Panel button on the top of each form.

   To review comments on a particular field/question, hover over field/question marked with 📢 or ⚠ icons. These icons indicate there is a comment on that field/question.

   To comment on a field/question, click on the pencil 🖋 icon to the left of the field/question.

   If a field/question has a comment, click on the 📢 or ⚠ icon to the left of the field/question.
Comment Window

a) Click the “To…” button to address the comment to a distribution group. Select ‘Admin-Reviewers’ then click ‘Save’ and ‘Close’. Note: PI will not see these comments. You must select ‘PI-Admin-Reviewers’ for the PI to see the comments.
b) In the Message text box, type in the comment(s) for that field/question. 
   Note: Once a comment is posted it cannot be edited or deleted.
c) If a response is required, click the checkbox ‘Response Required’. 
   Note: Enforces that a reply is entered in the comments box; it does not validate or enforce that a change is made to field/question.
d) Click the ‘Post’ button.

When a comment has been posted a 📥 or 🚑 icon appears next to the question to indicate there is a comment on that field/question.

When done with adding comments click the Close button at the top.

At this stage you will be taken back to the Task/Assignment Window where you can Finalize your Task/Assignment. You can now update the Review Status from the dropdown menu.
Finalize Task/ Assignment

This is where the reviewer can:

1. Make a reviewer determination (recommendation)
2. Enter Provisions
3. Enter Comments

Finalize your task by clicking *I am Done* button at the top right of the Task/Assignment Window

At this stage this task is complete and will be removed from your Things to Do list.