Working with a Review of a Submission

This document describes the key areas for the role of Committee Member. This role allows users to review Studies as well as Amendments, Continuing Reviews, Reportable Events and Termination for studies that have been approved in the system.

1. Open your web browser and navigate to http://eresearch.emory.edu/emory
2. Login with your username and password.
3. In your personal folder, Committee Member should show in the My User Roles section.
4. To begin a review, click on the item name in the middle of the workspace in the “My Assigned Reviews” tab. This will open the review workspace.
5. The review workspace will provide basic information about the item to be reviewed such as Type of Review (Study, Amendment, Continuing Review, Reportable Event) and Review Classification (Full, Expedited, Exempt).
6. Click Edit Review on the left hand side of the workspace to open the review SmartForm.
7. To proceed, click Continue in either the top or bottom right side of the form. This will step you through the review SmartForm.
8. Each page of the review SmartForm will provide the name of the area being reviewed and a link to the page of the study, amendment, continuing review or reportable event that contains the actual information being reviewed.
9. The item to be reviewed will open in a new browser window. Once you are in the item to be reviewed, you may use the Continue icon or the “Jump To” drop down to navigate within that item. You may also open the Printer Version by clicking on “Exit” on the top menu bar which will open the Study Workspace, then clicking on Printer Version on the left hand side. To close this item, just close the new window.
10. There will also be a set of questions to answers about the information being reviewed.
11. Each page has 2 standard questions:
   a. Points for Discussion at meeting - is a place for you to place notes or reminders as to items to be discussed at the meeting.
   b. Comment for the PI Letter - is a place for you to place comments that you feel should be included in correspondence to the study team.
   c. The “Jump To” drop down box will allow you to navigate to a summary of all Points for Discussion and Comments for the PI letter.
12. There is a final page for each review classification:
13. On the final page, once you are through with your review click Finish. This will take you back to the review workspace. To submit your review, click Submit Review on the left hand side of the review workspace.