eProtocol IRB Reviewer Guidance Tool

**eProtocol Tips:**
- Use a supported web browser (Firefox 12, Safari 7)
- Make sure the Pop-Up Blocker is turned off
- Do not use the “Back button” or “refresh” in the system
- All IRB Reviewers must have a WSU Access ID & Password
- All Reviewer Assignments will be provided on the IRB Assignment & Deliberation Sheet (sent via e-mail and/or posted to Canvas)
- The Primary Reviewer is the leader in triggering a revision request to the PI/study team
- eProtocol Log in: [https://ksprodweb.ovpr.wayne.edu](https://ksprodweb.ovpr.wayne.edu)

**Reviewing a Protocol:**
- Log on to eProtocol using WSU Access ID & Password
- Select the “Reviewer” role at the top of the dashboard under eProtocol
- Under “Protocol Event” select “Assigned as Reviewer”
- Select “Get Protocol” or select the IRB#’s Hyperlink (i.e. IRB-17-12-0427)
- Review the Protocol using your checklist

**Primary & Secondary Reviewers must complete a REVIEWER CHECKLIST**
- A paper copy reviewer checklist is provided to primary and secondary reviewers.
  - For Amendments & Continuations primary reviewer only receives a checklist
- Please bring your checklist with you to the IRB meeting.
- Please complete all sections, sign and date.
- Secondary reviewers: Please email your comments to the Primary and the IRB.
  - Secondary reviewers must still complete a reviewer checklist

**Primary Reviewer Writing Comments/Requesting Revisions in eProtocol:**
- Check with the secondary reviewer for any revisions
- Click “Write Comment(s)”
- Select Section in which revisions need to be made.
- Write Comment(s), for the section
- Select “Response is Necessary for Approval” or “Suggestion Not Necessary for Approval”
- When comments are complete: Save & “Submit to IRB”
- If no comments: Click on Review Decision/Recommend for Approval to submit a review decision e.g. Recommended for approval
- The primary reviewer must submit a comment or recommend approval.

Updated 10/2019
Reviewer Notes:

Please review all sections of the eProtocol submission:

- Consents, Assents, & Waiver requests are under the sections titled “Consent Information” & “Assent Information”
- Protocol Information – “Attachments” (section): Includes all other supporting documents: Protocol, IB, CV, Flyers, Scripts, Questionnaires, Administrative Approvals etc...
- The PI must submit these documents for IRB Review.

*If these items are not provided, please request as part of your review.*

If the Protocol includes: Biological Specimens, Cognitively Impaired-Mentally Disabled Research Participants, Research Procedures Involving Radiation, or WSU is the Coordinating Center, these appendices/forms will be included for the “Attachments” section of eProtocol.

- PSF Appendix D: Cognitively Impaired Mentally Disabled Participants
- PSF Appendix F: Use of Drugs, Biologic Agents, or Devices
- PSF Appendix H: The Use of Biological Specimens
- PSF Appendix G: Imaging/Diagnostic Radiation Procedure
- Coordinating Center Application (attached in study location section)

*If these items are not provided, please request as part of your review.*

A review cycle ends when a response is received from the PI/study team.

The Primary Reviewer must make comments in order for the RCA to have access to the protocol and forward to the PI/study team.

When a comment has been sent to the PI/study team, the IRB Administration Office waits for response and forwards responses to the IRB Reviewer for review.

Reviewers cannot see each other’s comments in the system. This is why the secondary reviewer should email their comments to the primary and the IRB Office.

Sending Comments to PI/Coordinator outside of eProtocol:
The primary reviewer may choose to send an e-mail directly to the PI/Coordinator:

1. That e-mail must also be sent to the IRB Administration Office (see IRB email address below)
2. The primary reviewer still must complete a comment in eProtocol.
3. The PI/Coordinator still must make the requested revisions in eProtocol

Please contact your Research Compliance Administrator if you need any assistance:

PH1board@wayne.edu  
M1board@wayne.edu  
MP2board@wayne.edu  
B3board@wayne.edu

Updated 10/2019