eProtocol IRB Non Primary/Secondary (NPR) 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 (Not a primary or secondary Reviewer):**
- 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 Sections (Personnel Information, Participant Checklist, Background Rationale etc…)
  - Consent Forms located under **Consent Information Section**
  - Assent Forms located under **Assent Information Section**
  - Protocol Information – **Attachments Section** Includes: CVs, Data Collections Tools, Flyers, Scripts, Protocol, IB/Package Inserts, Appendices H, F, & D, etc.
  - You may provide comments at the meeting or submit to the RCA before the meeting
- 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 in 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

- Please contact your **Research Compliance Administrator** if you need any assistance:
  - PH1board@wayne.edu
  - M1board@wayne.edu
  - MP2board@wayne.edu
  - B3board@wayne.edu