



eProtocol IRB **Non Primary (NPR)** Reviewer Guidance Tool

eProtocol Tips:

- Use a current web browser
- 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>

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:

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