**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 & “**Write Comment(s)**”
- Primary & Secondary Reviewers must complete the “**Checklist**”
  - Primary & Secondary Reviewers: Click on “**Checklist**” and complete this form, the “**Checklist**” is the **IRB Reviewer Form**.

**Checklist Notes (IRB Reviewer Sheet):**
- Complete the checklist before comments are submitted or when a responses have been received.
- The system will not allow you to complete the checklist after comments have been submitted to the IRB.

**Writing Comments/Requesting Revisions in eProtocol:**
- 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**”
- Click on **Review Decision/Recommend for Approval** to submit a review decision e.g. Recommended for approval
- When comments are complete: **Save** & **Submit to IRB**
Reviewer Notes:

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

- Note: The primary reviewer starts a review cycle & must submit his/her comments in eProtocol before all comments from other reviewers can be sent to the PI/study team.

- 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

- The 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.

- The Initial Submission Reviewer Checklists are included in the System but does not populate in the reviewer comments.

- 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