Wayne State University
Institutional Review Board (IRB)

WSU IRB Administration Office
87 East Canfield, Second Floor
Detroit, MI, 48201
313-577-1628
irb.wayne.edu

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**

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

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