



IRB Staff – Assign to Meeting Workaround

This document is intended to assist the IRB staff with assigning a submission to the next available meeting. **The below steps only cover from the activities in states of pre-review through to post review.** Clarifications requested cycles are not described here but are also available in some of these states.

Standard path - first-round review of submission requiring review by the Committee:

1. Complete Submit Pre-Review Activity
 - Upon completion of the pre-review activity, options to “Assign Designated Reviewer” or “Assign to Meeting” will appear
2. Complete Assign to Meeting Activity
 - A meeting must be scheduled within the next 60 days for options to appear here.
3. Complete Assign Reviewers Activity
 - After reviewers are assigned, the meeting is conducted and meeting activities are completed
 - For meeting details, see the job aid: Full-Committee Review – Administrative Process Workflow to reference specific steps
4. Submit Committee Review
 - Once the determination is entered and ‘ok’ is selected on this activity, the submission will transition to post review
 - For post review cycle activities:
 - When modifications are required to secure approval, see the job aid: Modifications Required to Secure Approved to reference specific steps
 - For all other determinations see the job aid: IRB Staff Post Review Checklist to reference specific steps

Previously Deferred submission or Disapproved submission:

1. Complete Submit Pre-Review Activity
 - Upon completion of the pre-review activity, the options to “Assign Designated Reviewer” will appear
2. Complete Assign Designated Reviewer Activity
 - Select yourself or another member of the office staff
3. Complete Assign to Committee Review Activity
4. Complete Assign to Meeting Activity
 - A meeting must be scheduled within the next 60 days for options to appear here.
5. Complete Assign Reviewers Activity
 - After reviewers are assigned, the meeting is conducted and meeting activities are completed
 - For meeting details, see the job aid: Full-Committee Review – Administrative Process Workflow to reference specific steps
6. Submit Committee Review
 - Once the determination is entered and ‘ok’ is selected on this activity, the submission will transition to post review
 - For post review cycle activities:
 - When modifications are required to secure approval, see the job aid: Modifications Required to Secure Approved to reference specific steps
 - For all other determinations see the job aid: IRB Staff Post Review Checklist to reference specific steps