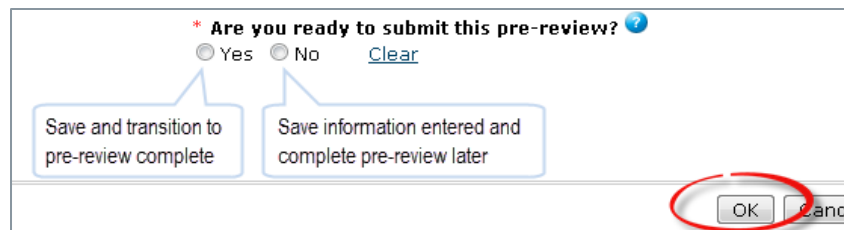


Reviewer Training - Pre-Review Activity

The IRB Contact will complete the pre-review

1. Select “Submit Pre-Review”
2. Fill out the Submit Pre-Review form; indicating special populations and waivers, and making an initial risk determination.
3. Items marked with the red asterisk (*) must be completed and can be edited later.
4. The Submit Pre-Review activity can be executed multiple times.
 - “Yes” to the last question will save the completed items and change the state of the submission to “Pre-Review Completed.”
 - “No” to the last question will save the completed items keep the submission in “Pre-Review”



The screenshot shows a dialog box with the title “* Are you ready to submit this pre-review?” and a help icon. Below the title are two radio buttons: “Yes” and “No”, followed by a “Clear” link. Two callout boxes provide instructions: the first points to the “Yes” button with the text “Save and transition to pre-review complete”, and the second points to the “No” button with the text “Save information entered and complete pre-review later”. At the bottom right, there are “OK” and “Cancel” buttons, with the “OK” button circled in red.

5. Once submitted, the information can be edited via the “Edit Pre-Review” by the IRB contact through post-review

Committee members can view this form and reference blank checklists, but should email the IRB contact if changes are required.