



Steps to Completing a Full-Committee Review

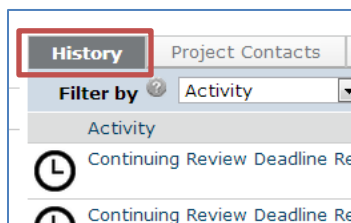
1. Receive Review Assignments & Navigate to the Submission Workspace

- Select the submission workspace link within the review assignment email notice you received
OR
- Log into irb.harvard.edu, view studies that are in the "Committee Review" state in your "My Inbox" tab

ID	Name	<input checked="" type="checkbox"/> Date Modified	State
MOD-16284-02	Modification #2 for Study 16284	7/24/2013 8:12 AM	Committee Review
CR-21200-01	Continuing Review for Study 21200	7/24/2013 8:12 AM	Committee Review

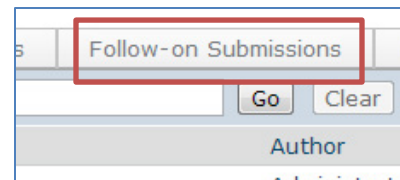
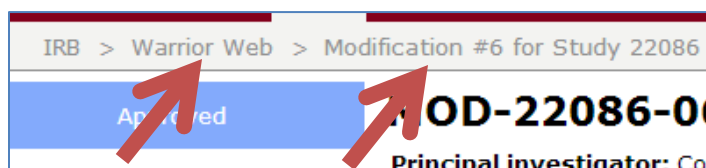
2. View the Submission "History" tab

Review the submission History for any preceding events, to see any attachments the IRB Contact has posted, and to see any previous changes the IRB Office has requested.



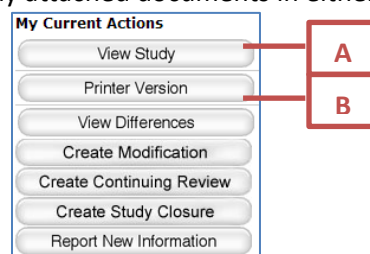
3. View Related Submissions

Use the breadcrumb to open the main study or from the Main Study Workspace, use the "Follow-On Submissions" to see any open or previous modifications or continuing reviews



4. View the Submission by using "My Current Actions" at the left side of the submission workspace.

- Use the "View Study" to view each SmartForm page
- Use the "Printer Version" to view all the SmartForm pages compiled into one document
- Select document links to view any attached documents in either view.





5. Submitting Your Review

Reviewer notes/comments must be sent outside of ESTR to the IRB Contact for the meeting (either via email or giving the Contact a printout at the meeting). Those notes will be kept on file with the IRB Office, as appropriate, but not stored with the meeting minutes. If you prefer to note comments inside the system, you can use the “Add Comment” activity.

NOTE: Comments (1) is not considered as part of the review or official documentation for the protocol and (2) does not trigger an email or notice to any person on the study team or in the IRB office. This will only make a note on the history of the submission workspace.

Two types of comments

