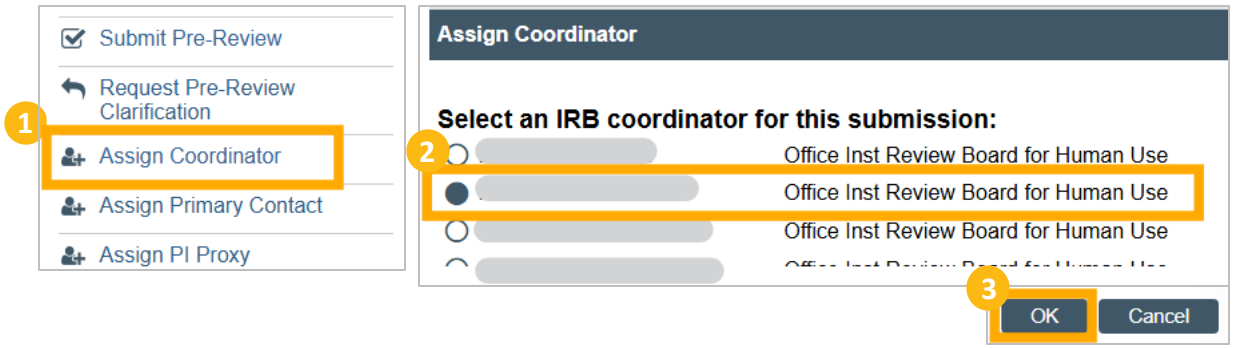
This guide demonstrates how to Review a Submission as an IRB Coordinator.

The IRB Coordinator will:

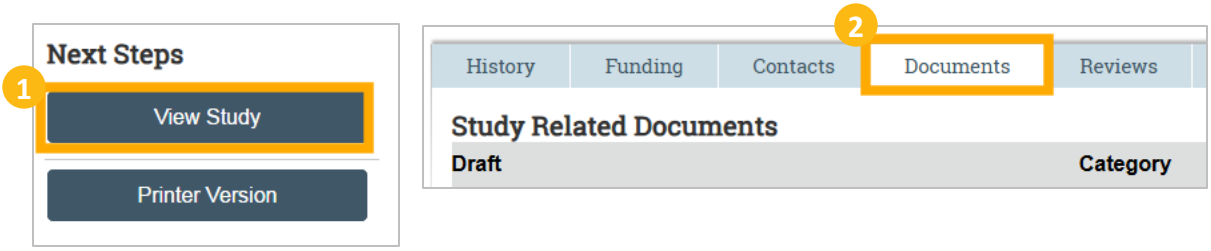
- **Assign the submission to an IRB Coordinator**
- **Assign the submission to an IRB (if applicable)**
- **Request Clarification (if required)**
- **Submit the Pre-Review**
- **Assign for Further Review**

1. **Newly submitted studies will appear in the inbox of all coordinators and must be assigned to a specific coordinator. Note: the coordinator can be changed later if needed. Click on the study to open it and assign either yourself or someone else as the coordinator.**

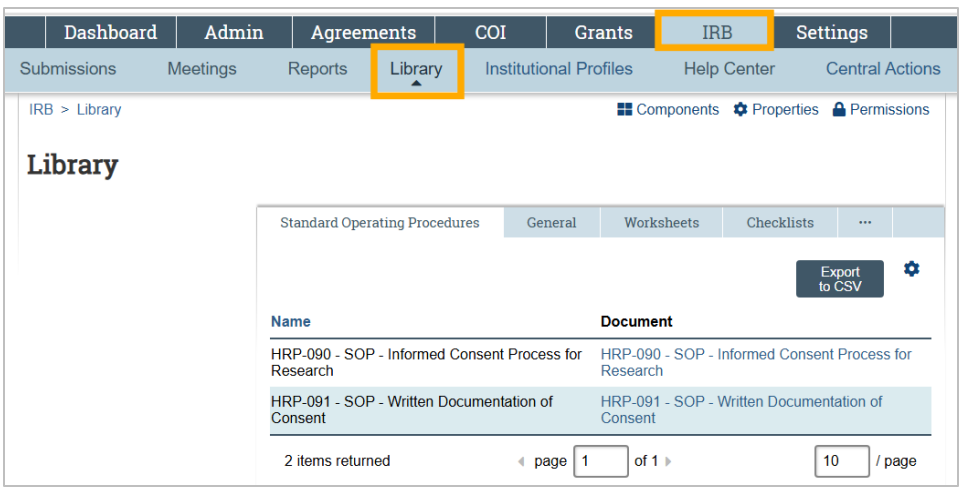
2. **From the workspace, click Assign Coordinator. Choose yourself or another coordinator, then click OK. If you have assigned yourself as the Coordinator, the Submit Pre-Review and Assign IRB buttons will now appear.**



3. **To review the submission content, click View Study to view the smartform and see any associated documents. You can also access all study documents from the Documents tab on the study workspace.**



4. **Click on the Library tab to access worksheets and checklists that may be helpful during the review process.**



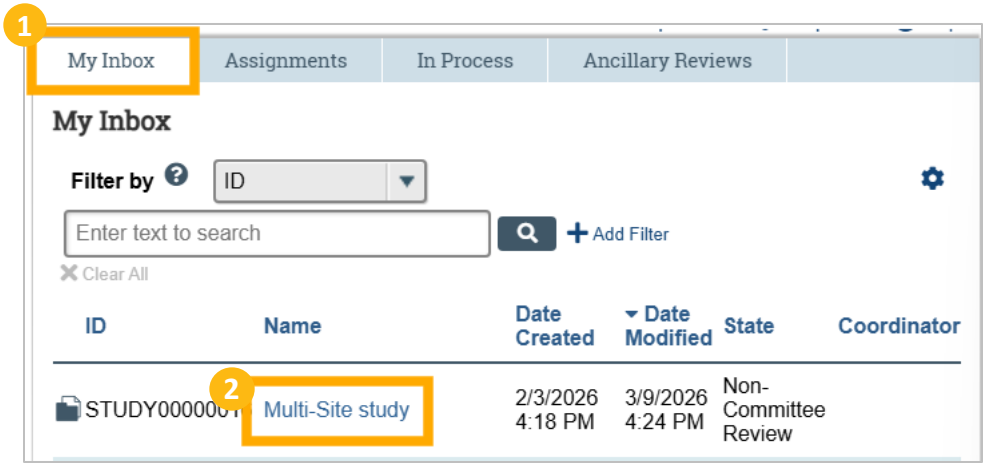
Review a Submission

This guide demonstrates how to Review a Submission as a Designated Reviewer.

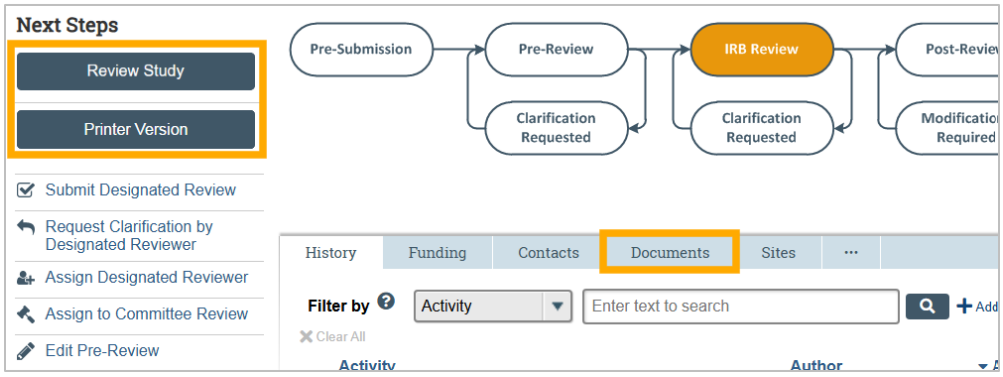
A Designated Reviewer will:

- **Review and Submission**
- **Request Clarification (if applicable)**
- **Submit the Designated Review OR Reassign to Committee Review**

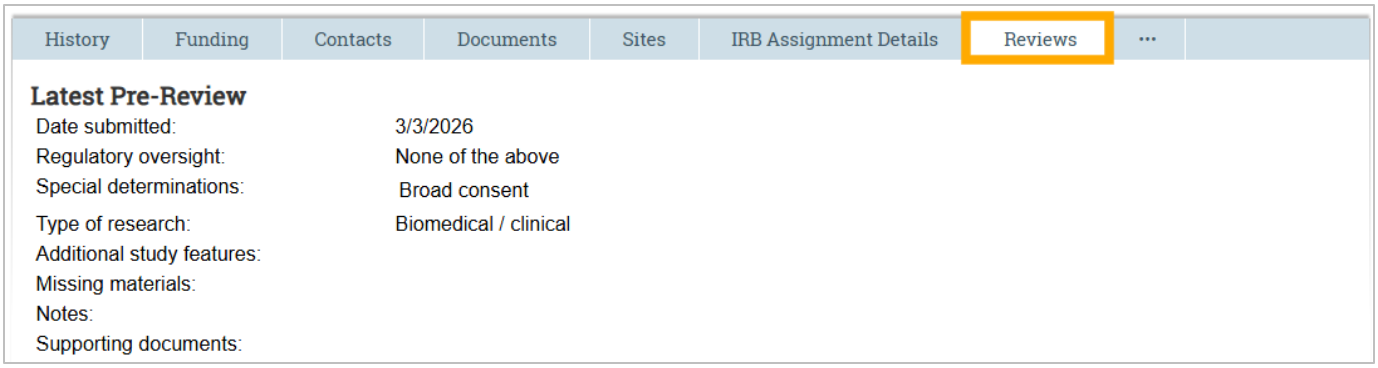
1. Go to your dashboard and click on the name of the submission you want to review.



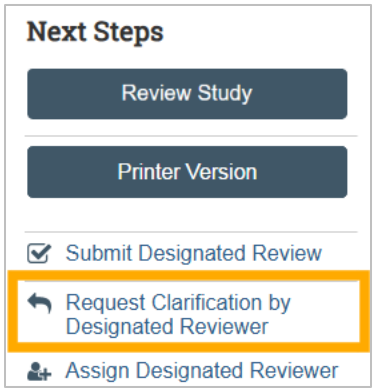
2. On the study workspace, click either Review Study or Printer Version to view the smartform. Study documents can be found in either version, or on the Documents page of the study workspace.



3. Under the Reviews tab in the study workspace, you can view any reviews that have been completed. If you notice an error in the Pre-Review, reach out to the IRB coordinator to resolve it. When you complete your designated review, it will appear in the Reviews tab.



4. **If you need to request clarification, use the Request Clarification by Designated Reviewer button on the study workspace.**



5. **After reviewing the study, you will submit your decision; for instructions on how to do this, see the Submit a Designated Review guide.**