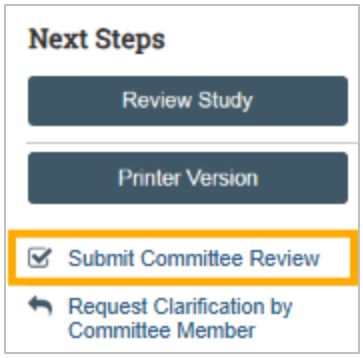
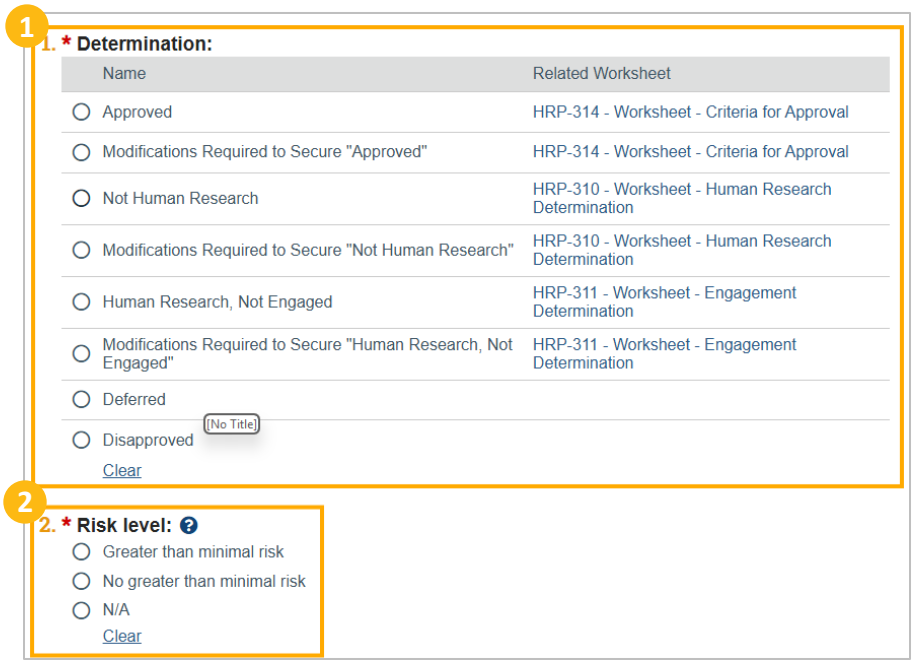
Submit a Committee Review

This guide demonstrates how to submit a committee review when the committee meeting is either in progress or completed. A committee review can be submitted by either the IRB Director, the assigned IRB Coordinator, a Committee Chair, or Committee Administrator.

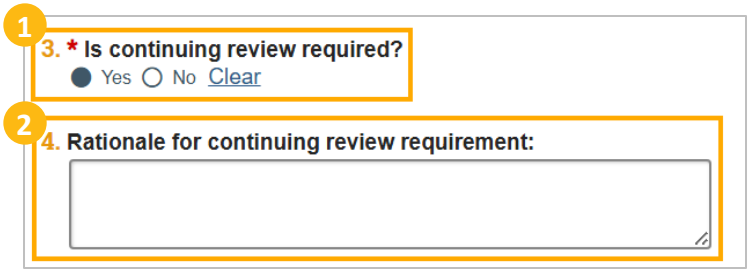
1. **From the study workspace, select Submit Committee Review, this will open the Submit Committee Review form. Note: The information you enter here can be merged into your meeting minutes.**



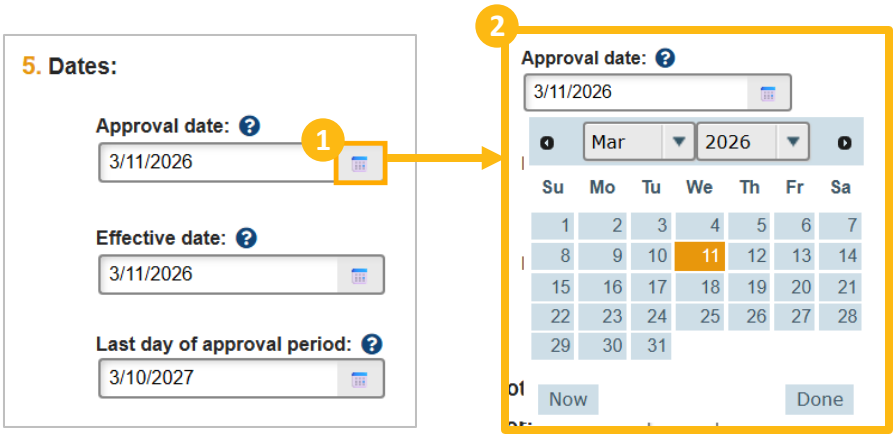
2. **Select the committee's determination, then the risk level. If the study involved children, "pediatric risk" will be an option under Risk level, select it. And complete and attach the Children's Checklist in the Supporting Documents section. If you need to select more than one risk level, write an explanation in the Additional information and notes section at the end of the form.**



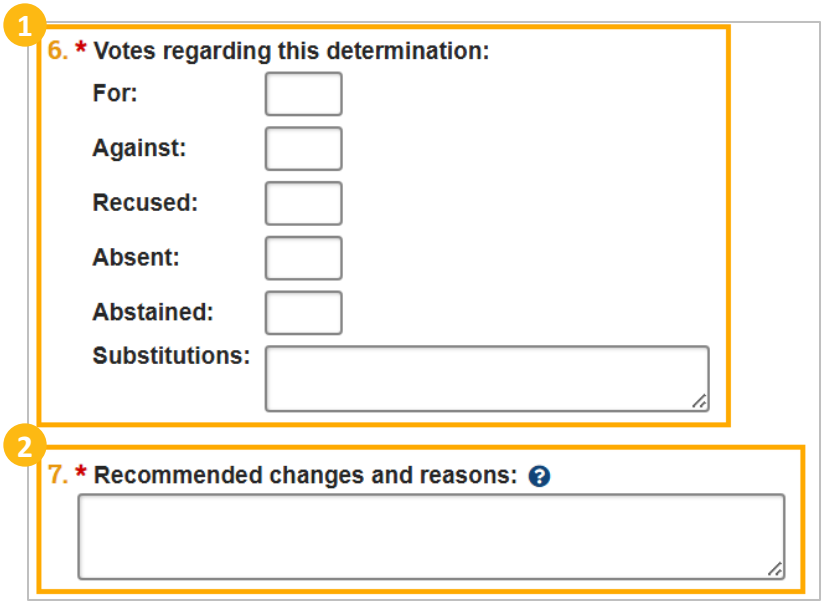
3. **Select "Yes" for the question, "Is continuing review required?", and if needed, add in the rationale for continuing review requirement. Note: the continuing review questions will not appear if the regulatory authority is either the FDA or the DOJ.**



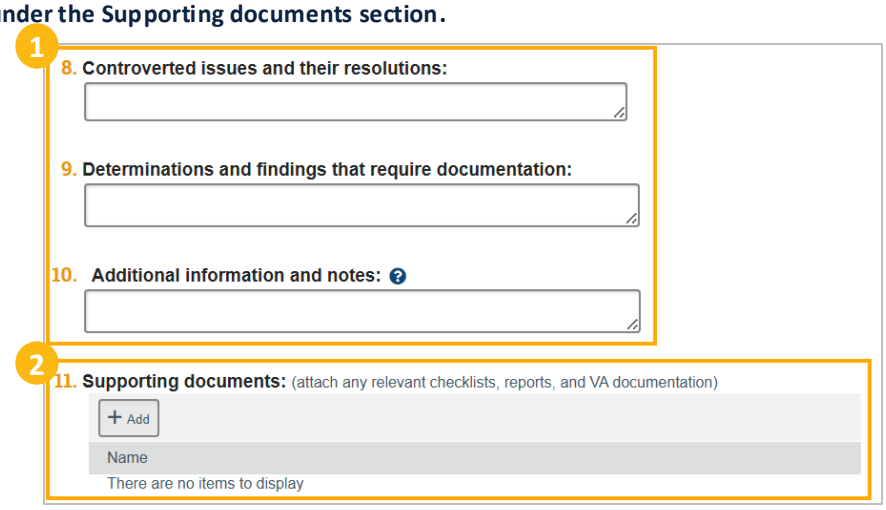
4. **The approval and effective dates will default to the date of the meeting, and the last day of the approval period will default to one year minus one day from the date of the meeting. Change any of the dates if needed, by clicking on the calendar icon.**



5. **Record the votes from the meeting. If you previously selected "Modifications Required to Secure Approved", include the recommended changes and reasons.**



6. **The next few questions are optional, use your own discretion when deciding whether to answer them. Attach any checklists used under the Supporting documents section.**



7. **If you are ready to submit, click "Yes" for the question "Are you ready to submit this review?". If you would like to submit later, click "No" and your work will be saved. Click OK. Note: when you submit the review it will move to the Post-Review state, the recommendation is to wait until all studies in the meeting are in the Post Review state before generating the draft meeting minutes that will include information from the Submit Committee Review.**

