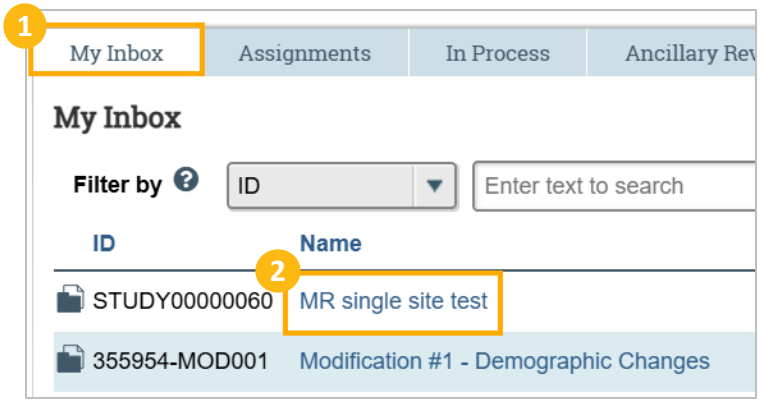
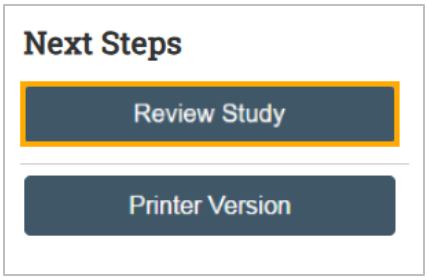
This guide demonstrates how to submit a designated review for a study.

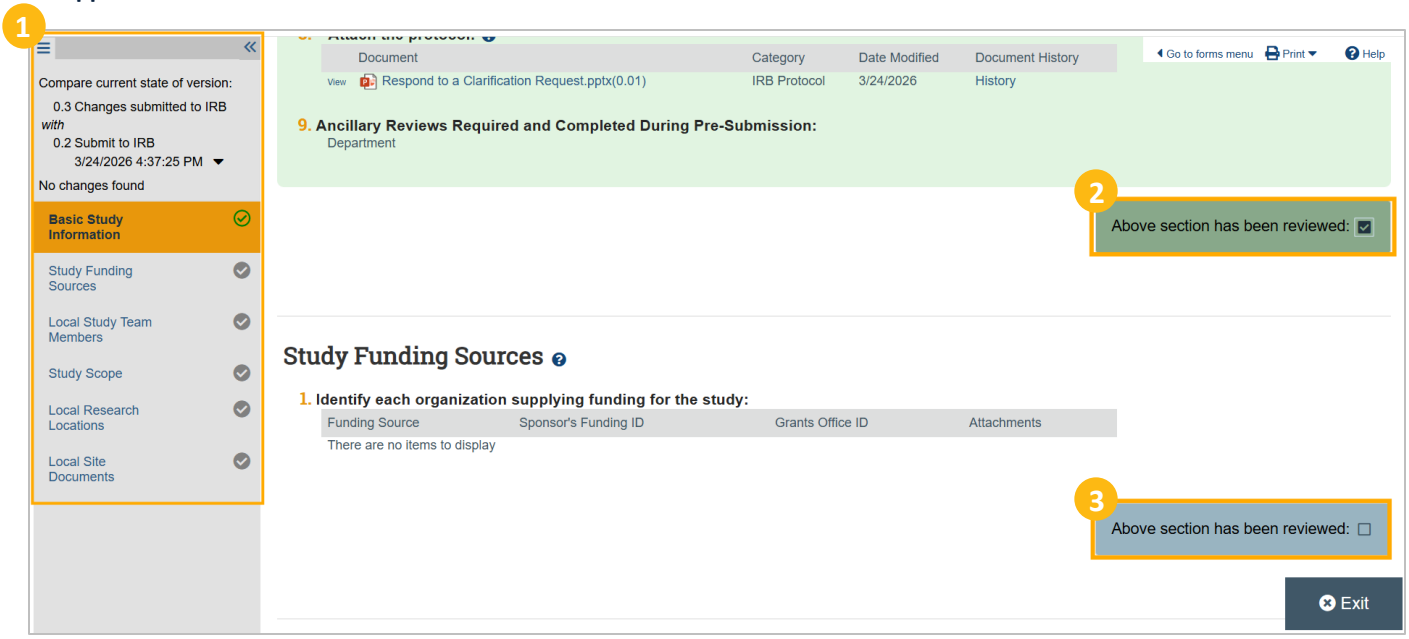
1. **If you have been added as a designated reviewer, the study you have been added as a reviewer for will appear in your inbox. Click on the name of the study to open it.**



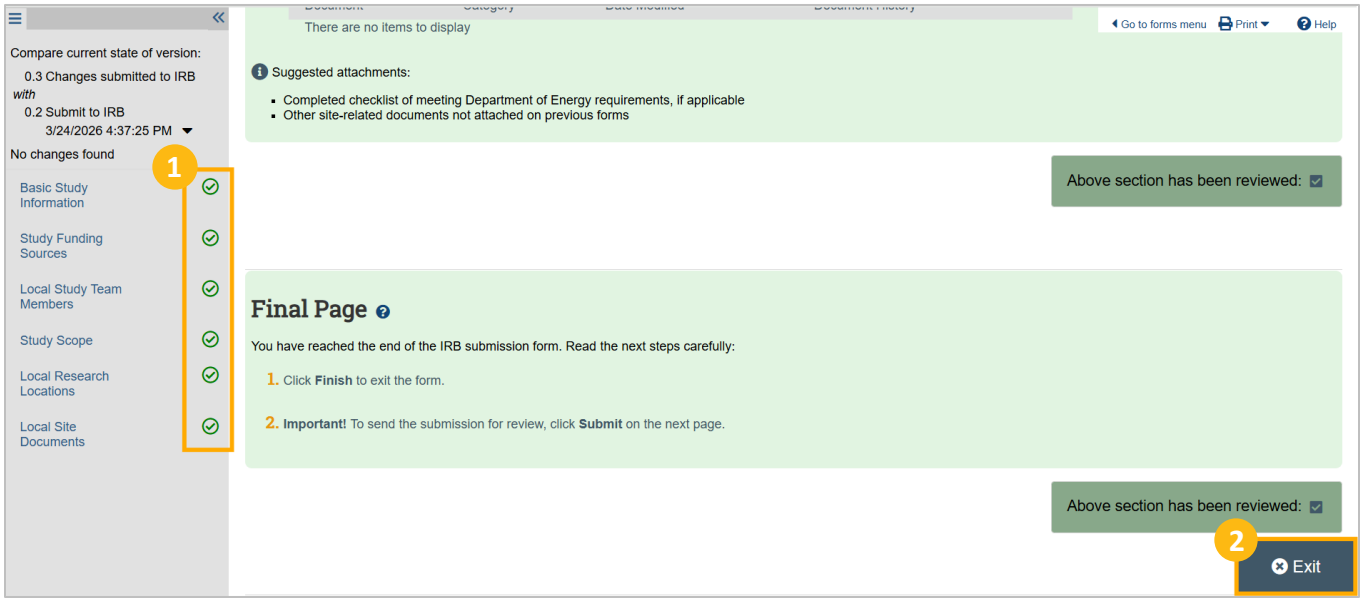
2. **On the study workspace, click Review Study to open the study for review.**



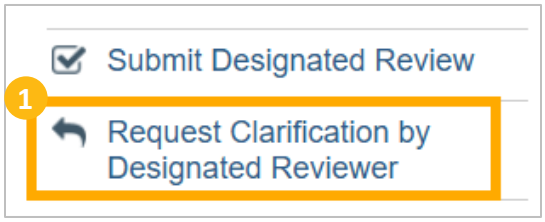
3. **Scroll through the sections of the study. After you have finished reviewing a section, click the checkbox by the statement "Above section has been reviewed". After clicking the checkbox, the section will turn green to show that it's been approved.**

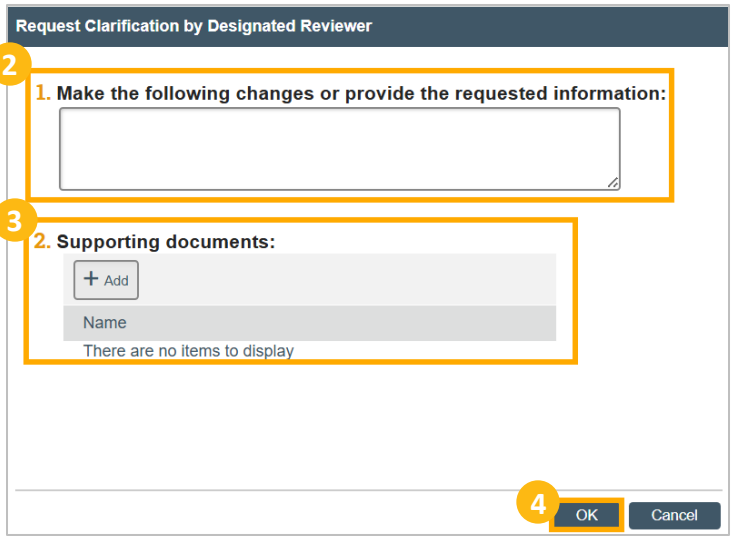


4. **When all sections have been reviewed, click Exit.**



5. **After reviewing the study, if clarifications are needed from the study team, select Request Clarification by Designated Reviewer to send the submission back to the study team for clarifications. Describe the following changes you'd like the study team to make or provide the requested information. Add any supporting documents needed and click OK. This will send the study back to the Clarifications Requested state and the study team will be notified.**

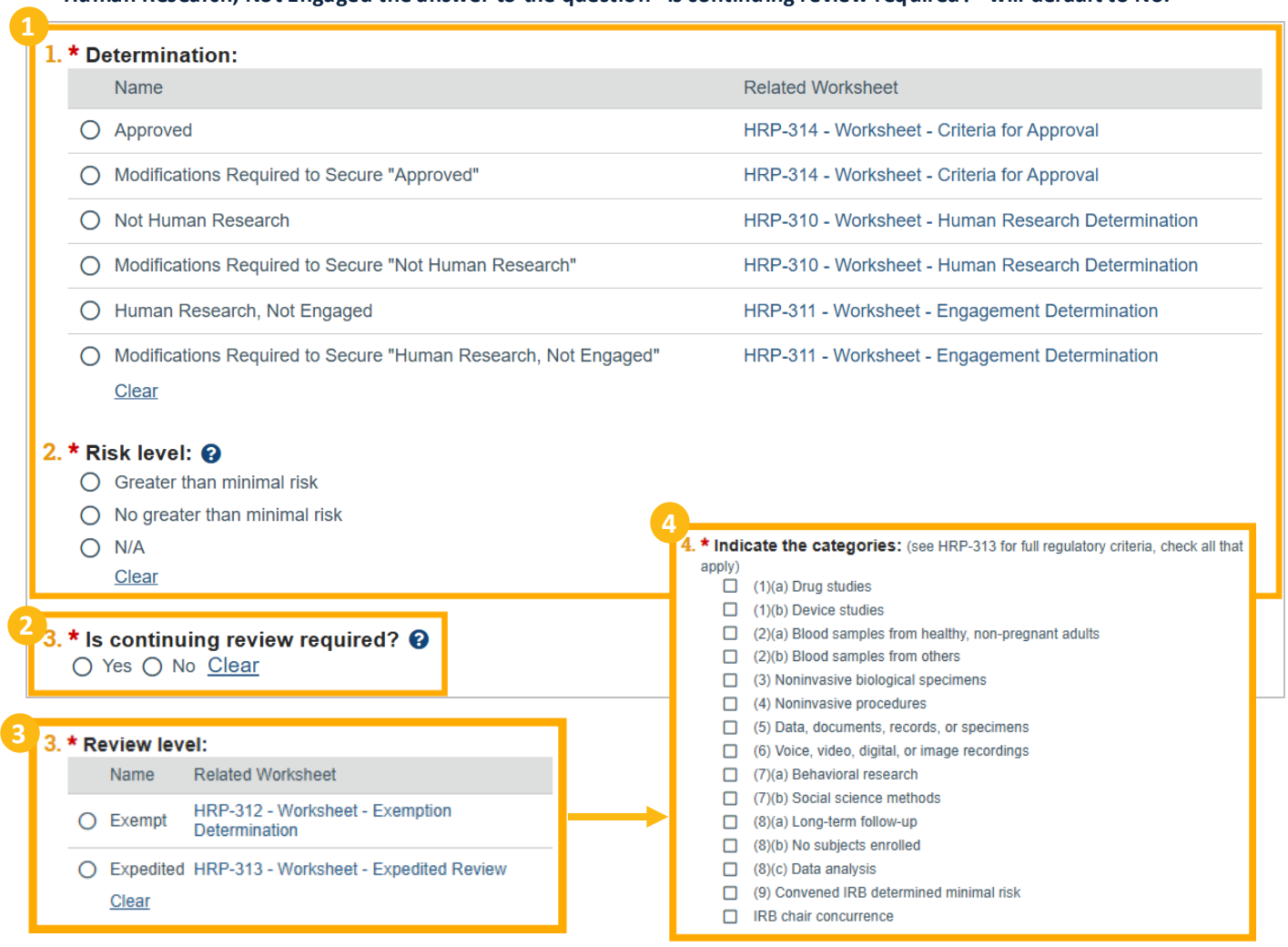




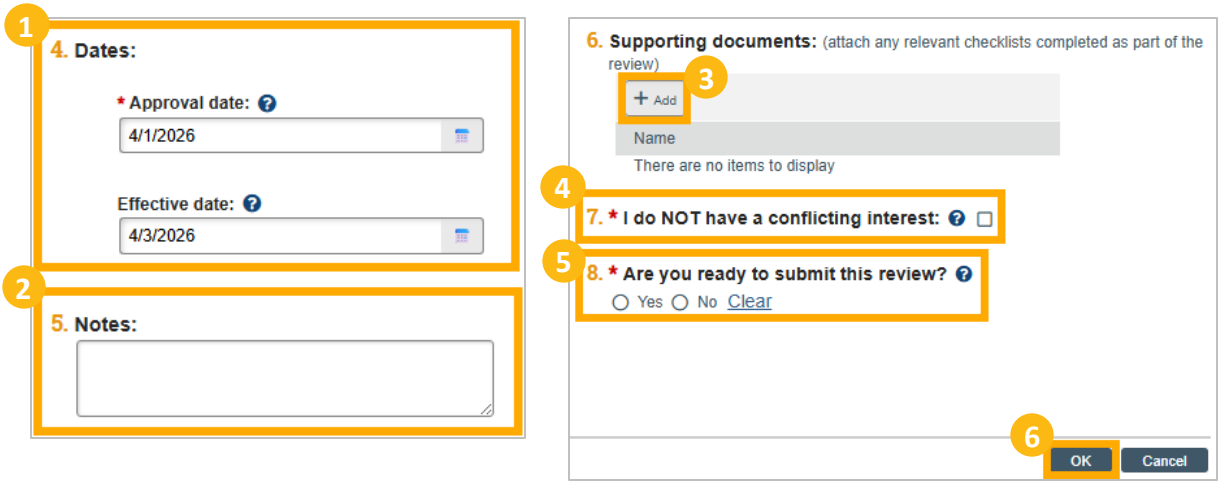
6. **The last step is to record your designated review. To do this, select Submit Designated Review, this will open the Submit Designated Review form.**



7. **Select Determination and Risk level. If you select Approved or Modifications Required to Secure "Approved", the Review Level question will appear as question 3 and you will need to indicate the categories. If you select Not Human Research or Human Research, Not Engaged the answer to the question "Is continuing review required?" will default to No.**



8. **Enter the approval and effective date, add in any notes or supporting documents, and check the box to confirm you do not have a conflicting interest. When you are ready to submit the review, check Yes, then click OK.**



The Designated Review has been submitted, and the study is now in the Post-Review state.