Review Protocol

A) Go to https://eprotocol.berkeley.edu and log in to the system using your **CalNet ID** and **Password**.

B) Click on the **IRB** tab.

C) The system should, by default, take you to the Reviewer Homepage. If it does not, go to the Reviewer Menu and click on **Reviewer Home**.

D) On your Reviewer Home Page, you will see a list of protocols. Protocols for Full Board review will be highlighted and protocols that are not highlighted are for review by Expedited procedures. In general, only the CPHS Chairs and Vice-Chairs will receive protocols for Expedited review (meeting dates for Expedited protocols can be disregarded).

Click on the **Assigned as Reviewer** or **Responses Received** link. This will take you to the Comments screen where you can review the protocol and write comments.

o Alternatively, you can click on the Protocol ID link to view the protocol, but cannot comment from here.

Role	Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
Presenter	2015-12-3924	EMP-FACULTY TEST	SBS exempt nov 2015 changes	Assigned as Reviewer	CPHS 1	01/03/2016
Presenter	2015-12-3923	EMP-FACULTY TEST	bio exempt nov 15 changes test	Assigned as Reviewer	CPHS 1	01/03/2016

E) To view the protocol:

  o Click on **Get Protocol**.

  o A box will appear that says "Opening the IRB protocol *[Protocol Number]* in View mode." Click on the **OK** button.

  o The protocol will open in a separate window. Use the **Next** and **Previous** arrows and the blue side panel menu to navigate through the protocol.

Write Comments

Note: For Expedited protocols, you <u>must</u> either write and submit a comment or recommend approval for the protocol to move forward in the review process. For Full Board protocols, the OPHS staff will enter comments on behalf of the Committee.

F) To write comments, go back to the Comments screen. Click on the **Write Comment(s)** button. Select section associated with the comment from the **Select Section** dropdown menu. Write **comment in text box** and use the radio buttons below to indicate whether a response is required.

   o Click on **Cancel**, if you change your mind about writing comments.

   o Click on **Save** when you are finished or click on **Save & Add** to write another comment. If you click on Save and then decide to write another comment, click on Write Comment(s).

   o To change any saved comment, click on **Edit** button.

   o To erase a saved comment, click on **Delete** button.

G) To submit comment(s) to OPHS staff, click on **Submit to IRB** button.

   Note: All comments go first to the Manager who can add any comments from the Committee's discussion of the protocol and forward them to the Investigator. The Manager also has the ability to edit comments as well as the protocol and can select which comments to send.

H) A popup window will appear asking if you are sure you want to submit all your comments and notes to the IRB. Click on **OK.**
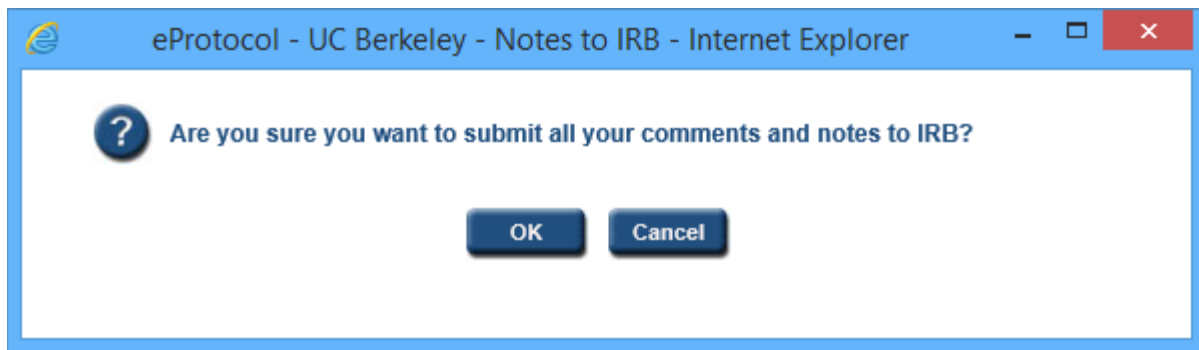
I) After comments have been sent, the Protocol Event column will say "Comments Sent Cycle #".

Recommend Approval

A) To recommend the protocol for approval, click on the **Recommend for Approval** button.

Review Type: Full Review

Get Protocol Reviewers
Checklist Write Comment(s) Recommend for Approval

Comments

Please click on Write Comment(s) to add Comment(s).

B) An Approval Notes popup window will appear. To recommend for approval, click on the appropriate **radio button**. Write any notes to the Manager in Notes to IRB. Then, click on **Submit to IRB** to notify the Manager that you have approved the protocol.

eProtocol - UC Berkeley - Recommendation Notes - Internet Explorer

Submit to IRB Cancel

Approval Notes

○ This protocol is satisfactory, and I recommend approval.

Notes to IRB

Get Protocol Reviewers
Checklist Write Comment(s) Recommend for Approval

s) to add Comment(s).
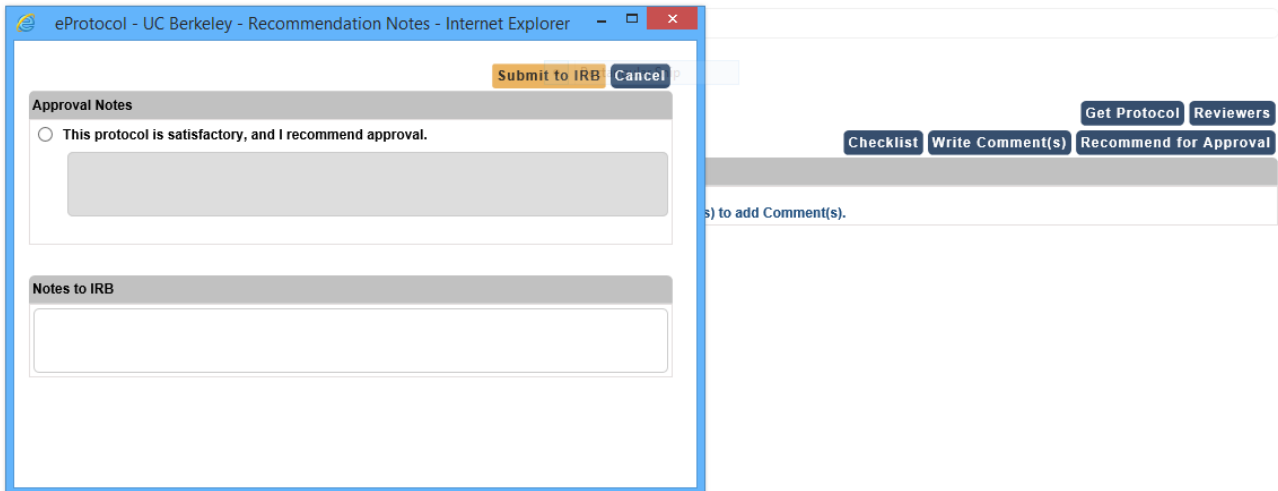
C) After your recommendation for approval has been sent. The Protocol Events column will read "Recommended for Approval".

	IACUC	IRB				

IRB Member (Protocols for Review)

NEW

Role	Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
Presenter	09-07-0046	TEST, EMP-FACULTY	Carbon Monoxide and Children's Neurodevelopment	Recommended for Approval	Exempt Panel	08/05/2009