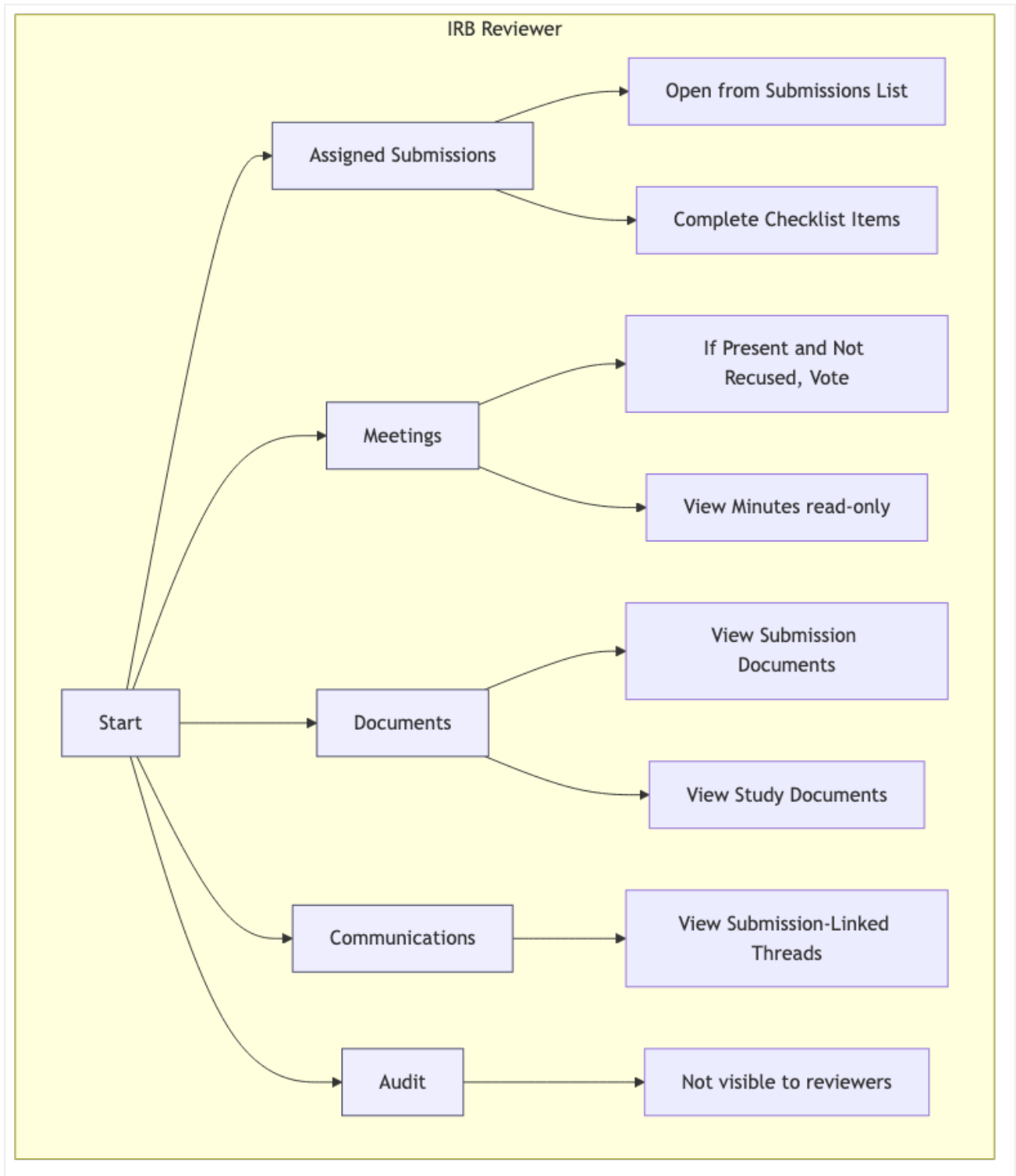


IRB Reviewer User Manual

This guide covers the core features available to IRB Reviewers (members).

Mermaid Diagram



Your Role

- Review assigned submissions
- Complete checklist items
- Participate in meetings and votes

Access & Permissions

- Member of group: `irb_member`
- Can view and act on submissions assigned to you
- Read access to minutes; cannot edit

Daily Tasks

1) Reviews & Checklists

- Open your assigned submissions from the Submissions list
- Complete checklist responses for your assignment
 - Required items must be marked OK before determination can proceed
 - The Assign Reviewers action is hidden for reviewers (staff/chair only)

Documents & Viewer

- You can view documents related to submissions you are assigned to.
- Submission Documents lists all files and versions; Study Documents aggregates across the study.
- Clicking a PDF opens the in-app viewer; non-PDFs offer a Download button.

2) Meetings & Voting

- If present and not recused, cast your vote on assigned agenda items
- View meeting minutes (read-only)

3) Communications

- You may receive notification emails related to assignments and due dates.
- Threads are primarily used by PIs/IRB. You can view submission-linked threads for submissions assigned to you when IRB staff enable them.

4) Audit

- Audit UI is staff/chair/admin-only. Reviewers do not see the Audit menu.

Tips

- Ensure checklists are complete before meeting dates
- If recused on an item, do not vote on that agenda item