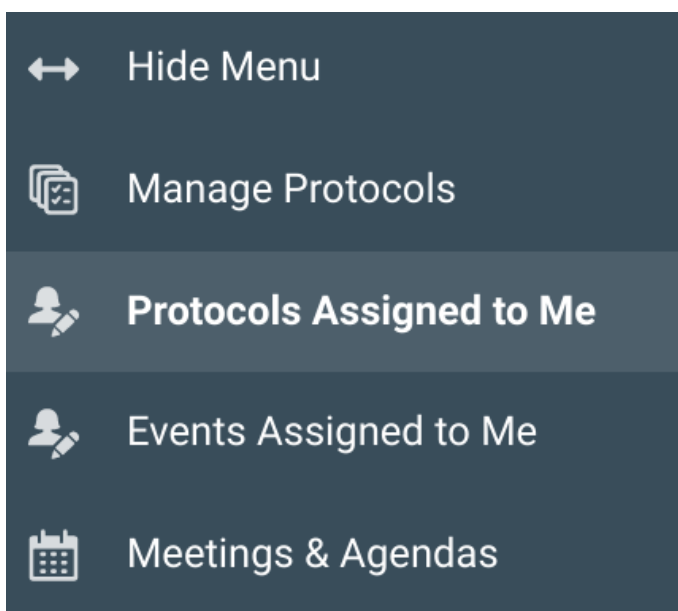# How to review an IRB protocol in Kuali Protocols (KP)

1. Follow the link sent to your CSU email account indicating that "You have been assigned as Reviewer" **or**

   log into KP by choosing "CSU Fort Collins" with your CSU EID and password:

   https://colostate.kuali.co/protocols/portal/protocols

2. On the left-hand side menu, click on "Protocols Assigned to Me"

3. Click on the protocol title link that you want to review:

Practice Project 118	511	IRB	Chance,Claire	Amendment	Exempt	April 05, 2021	● Submitted for Review	BMR Institutional Review Board	
TEST Protocol	504	IRB	Chromiak,Angeline	New	Full Board	March 11, 2021	● Submitted for Review	BMR Institutional Review Board	
Training Monday	322	IACUC	Gary,Hadley	New	Designated Member Review	April 06, 2020	● Submitted for Review	IACUC DMR Determination	April 09, 2020

4. When you open a protocol that has multiple versions (revisions/amendments/renewals) you will see the option to compare versions in the top right-hand part of the protocol.

• By selecting the "Compare Versions" checkbox, users can easily compare versions and see changes within the protocol application.

IRB: #511 Practice Project 118   ☑ Compare Versions

| Selected Version:	Compare a Version:
4 | Amendment | Submitted for Review ▾	3 | Amended | Exempt ▾

- Text that has been added will show up green.
- Text that has been deleted will show up red with a strikethrough.
- The icon to the right of the change indicates the version number of the protocol when that change was made (in the example below, v4).
- The version numbers being viewed are displayed at the top of the protocol screen, under the protocol title where it says Selected Version of Compare a Version.

Summarize the proposed changes to the protocol in lay terms.
Summarize the proposed c `v4`

5. Along the top of the protocol are tabs labeled, "Protocol", "Reportable Events", "Activity Log", and "My Checklist" that bring up different sections of the protocol

• **Protocol** = the protocol you are reviewing

• **Activity Log** = a list of actions that have occurred or emails that were sent out for this protocol (similar to Event History in eProtocol)

• **My Checklist** = a reviewer checklist where reviewers will enter their recommenation; also includes optional reference checklists for committee members to use during protocol review.

• **Protocol Menu on the left side** = menu of protocol sections that link directly to that section; Action Items (aka comments) that have been entered in a speicific section will be represented by yellow circle icon by the section title, if applicable

• **General Action Items on the right side** = menu of available actions; Action Items (aka comments) that have been entered as general comments will be represented by yellow circle icon by the General Action Items title, if applicable
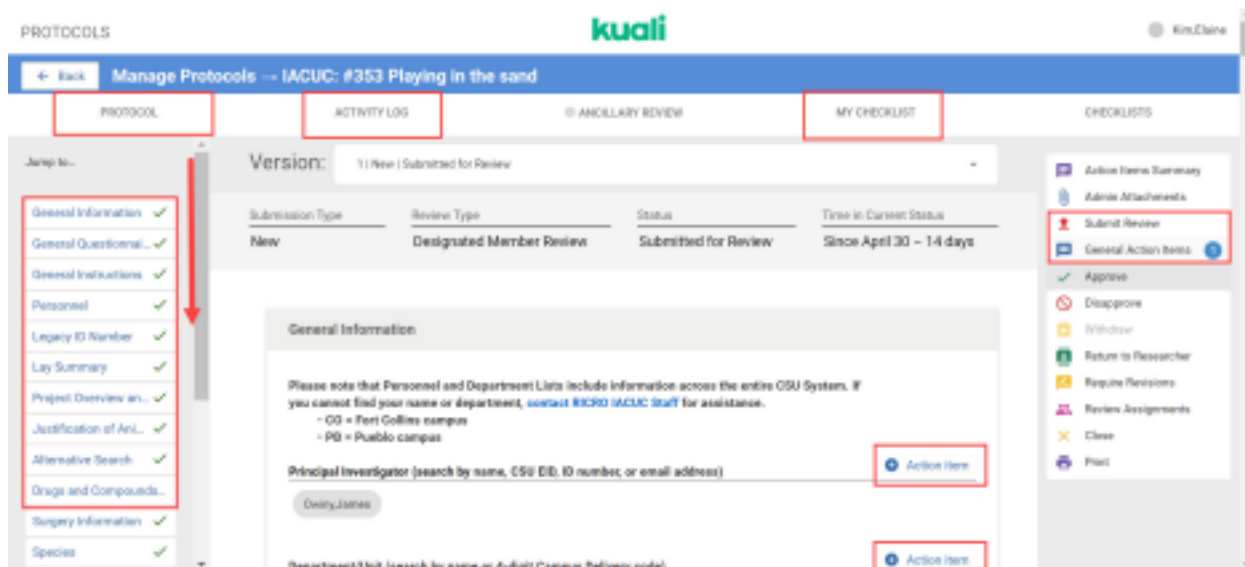
6. For example: If you click on the "+ Action Item" icon next to the Project Overview question the following screenshot appears:

Project Overview →|

Action Items

Enter your comments here and then click "POST" to save them. IACUC Admin will receive them and then we will send them on the researcher as written, e.g. we will not change your comment in any way unless you specifically ask us to.

👁 Visibility

Who should see this?

ADMIN

Cancel   Post

• You can enter your comment in the text box, then click "Post"—it will just post to that particular protocol.

• You don't need to click the "Admin" tag to make your comment visible to IRB Admin

• You can click "Cancel" if you made a mistake and don't want to keep that comment

Please note: *the comments entered in these "Action Item" text boxes will be sent to the PI EXACTLY as written. If you wish for RICRO Staff to adjust the wording, please include that in your comment. Otherwise, KP will anonymize your comment and we send them as is. This will apply for all protocol reviews, e.g. new, amendment, renewals.*

7. Once you have posted your action items, they will appear in the applicable section of the protocol in a yellow circle icon.

Amendment

4. Electronically "sign" your application by clicking the check box on the Obligations page
5. Remember to click "Submit Form" so that the IRB administrators receive your request.

Summarize the proposed changes to the protocol in lay terms.   ➕ Action Item

~~here are the changes~~ `v3` test `v4`

IMPORTANT NOTE ON AMENDING ATTACHED DOCUMENTS: If you are requesting to amend a file that has been previously attached and approved, you MUST:
1. Delete the file that is currently attached
2. Browse on your computer, and
3. Upload the Tracked Changes version and Clean version of your revised files.

Indicate whether you think the level of risk increases, decreases, or does not change the risk determined by the IRB at initial review.

(If level of risk has changed, please update the section 'Risks' in the protocol information.)   🚩 Action Items: ①

No Change

Risk Change   →|

Action Items   ➕ Action Item

🔴 ZH Hickey,Matthew (impersonated by Callahan,Zachary)   04/09/21 · 8:35AM ⋮

Please address this change

👁 Visibility

Admins

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8. After you are done entering all of your "Action Items," then you can click on "My Checklist" tab on the top, right side.

← Back   Manage Protocols → IRB: #511 Practice Project 118

PROTOCOL	REPORTABLE EVENTS	ACTIVITY LOG	MY CHECKLIST

Jump to:

IRB: #511 Practice Project 118   ☑ Compare Versions

Amendment ✓
General Information ✓
People ✓
Legacy eProtocol ID numb

Selected Version:
4 | Amendment | Submitted for Review

Compare a Version:
3 | Amended | Exempt

💬 Action Items Summary
📎 Admin Notes & Files
⬆ Submit Review
💬 General Action Items
🖨 Print

---

9. Complete the Reviewer Determinations and select the appropriate Reviewer Recommendation

Reviewer Determinations

Please provide your reviewer comments here.

Risk Level

◯ Minimal

◯ More than Minimal

Continuing Review
Do you think that this protocol requires a continuing review sooner than the default approval period expiration?
  · *Expedited protocols are approved for 3 years.*
  · *Full Board protocols are approved for 1 year.*

◯ Yes

◯ No

Comments to the IRB
Any requests for changes to the form or that require PI response should be listed as Action Items. This section is for general comments for IRB Admins.

Reviewer Recommendation

○ No Recommendation

○ Approve

○ Approve with Minor Revisions (IRB can review responses to verify updates)

○ Return to Researchers (IRB will send responses back to reviewers for approval)

○ Call to Full Board

10. Instructions on how to complete your review will populate based on the recommendation you've made. Be sure to read the instructions that populate beneath the recommendation options in this section.

 Note: Reviewers should only use the "Mark Complete" option if the protocol is <u>ready for approval</u>. Otherwise, the checklist should just be saved and submitted, as it will be updated in subsequent review cycles until the protocol is ready for approval.

10. Return to the protocol using the "Protocol" tab in the header menu. Once confirming that all Action Items have been added, select "Submit Review" to complete the review process

A box appears and lists all of the Action Items you entered into the protocol. Note -- the formatting is not what the PI will see when we send it back to them—the formatting in each individual Action item will be retained.

Submit Review

Page 1
_____

Amendment
_____

Risk Change
_____

No Change

YOUR ANONYMOUS COMMENTS:

ZH Hickey,Matthew (impersonated by Callahan,Zachary) 04/09/21 · 8:35AM

Please address this change

✕ Cancel   ✓ Submit Review
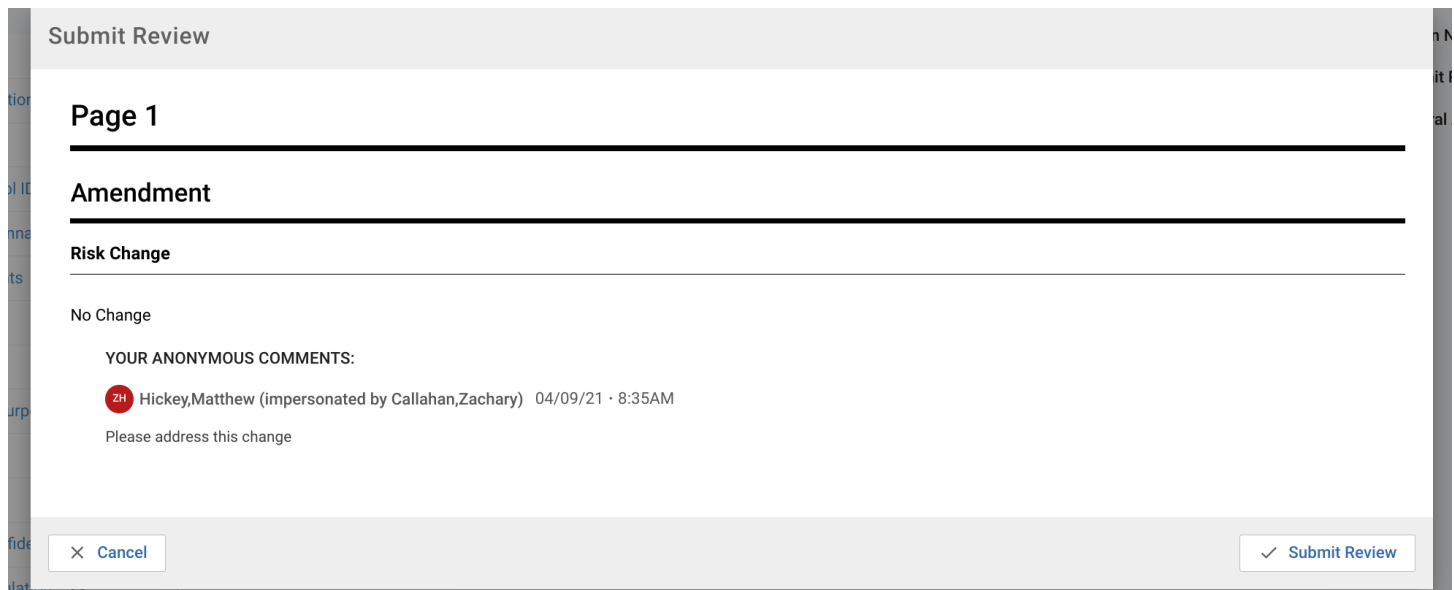
Note: Even once you have submitted your review the protocol status will remain unchanged on your reviewer dashboard. To double-check that your review has been submitted, click into the protocol and notice that you no longer have a "Submit Review" option in the right hand menu

Filtering your protocol

Advanced Filtering on "Protocols Assigned to Me" screen: you can choose which columns are visible to you and save the way the protocols are presented in the dashboard. If you click on "Choose Columns" and then make the eye-icon turn grey to blue, the column will appear on your dashboard.

Filter Rules   ✕

   ⊕ Add Rule

Table Column Visibility   ↻ Reset

| ● Choose Columns | 11/15 columns selected |

Title	◉
Number	◉
Type	◉
PI	◉
Submission Type	◉
Review Type	◉
Submitted	◉

✓ Save

T		PI	Submission Type	Review Type	Submitted	Status	Assignment	DMR Determination Due Date	Review Deadline
Pr th		Owiny,James	New	Designated Member Review	April 30, 2020	● Submitted for Review	CSU SBX Testing IACUC	May 12, 2020	May 12, 2020

You can name and save this filter. In the future, whenever you want to apply/use this filter, you go to "Saved Filters" and click on the filter you want to use. You can also click on the header of each column if you want to sort the protocols by that header.