IRB Meetings

Reviewing Protocols

Guide on how to find and review full board protocols for IRB Meetings

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Initial Submissions

Submission Page

PI:
B
R

Amendments
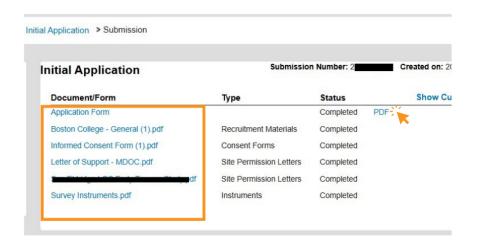
Continuations

Submission Page

PI:
B

Meeting Agenda

- Log into InfoEd (rasprod.bc.edu)
  - Make sure you are on VPN if not on campus
- Open the IRB Meeting Agenda and click the "Submission Page" link next to each submission

View Application

- To view the application, click the "Application Form" link. The application will open in a new pop up window.
- To view a full PDF of the application and supporting documents, click "PDF" next to the Application Form
- You can also open each individual attachment by clicking the link for each one.

Initial Application > Submission

Initial Application Submission Number: 2 Created on: 20

Document/Form	Type	Status	Show Cu
Application Form		Completed	PDF
Boston College - General (1).pdf	Recruitment Materials	Completed	
Informed Consent Form (1).pdf	Consent Forms	Completed	
Letter of Support - MDOC.pdf	Site Permission Letters	Completed	
...df	Site Permission Letters	Completed	
Survey Instruments.pdf	Instruments	Completed	

Additional Documentation

- If you are looking at an Amendment or Continuing Review and would like to view the initial application or other previous submissions:
  - Click "Submissions" tab
  - A list of all submissions for this protocol will be present. Click the links to view each
  - Click "Attachments" tab to view Legacy approvals (approved with CyberIRB)

Quick Tip

- If you are not the Primary or Secondary Reviewer, you do not need to make comments within the protocol application or complete a formal review
- Instead, please make a separate note of any comments you'd like to share during the IRB meeting