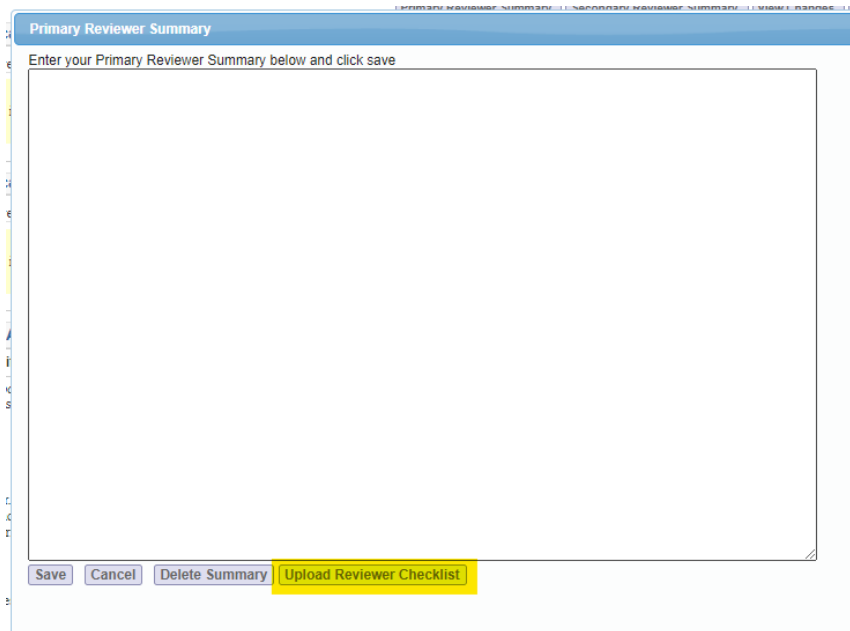# Committee Reviewers' Checklists
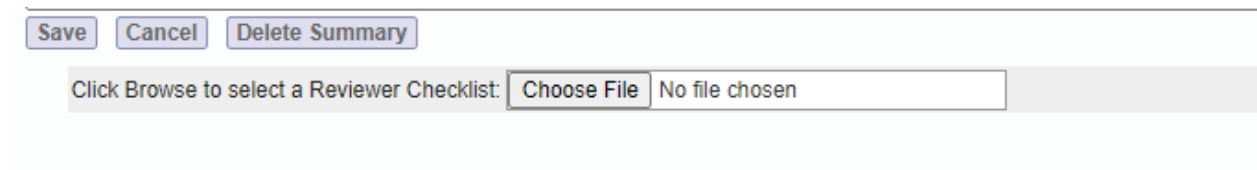
Committee members will upload the checklist in the reviewer summary section.

While editing your summary, the link will appear in the bottom menu.
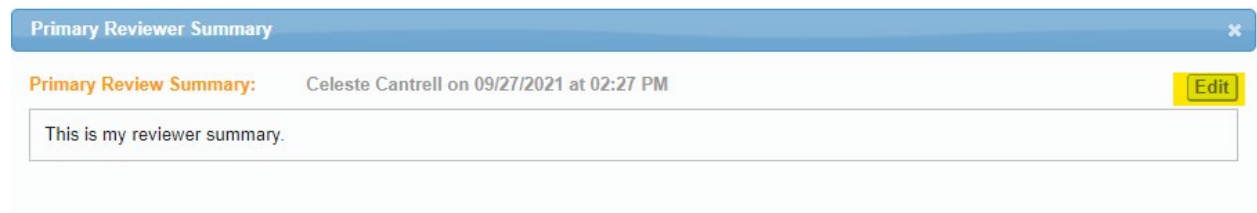

Once you click on 'Upload Reviewer Checklist', you will navigate to the document on your computer and 'Choose File'.

If you have already saved your summary, you will need to select 'Edit' to access the upload:

You can then access the upload option:

Primary Reviewer Summary

Enter your Primary Reviewer Summary below and click save

This is my reviewer summary.

Summary saved by Celeste Cantrell on 09/27/2021 at 02:27 PM

[Save] [Cancel] [Delete Summary] [**Upload Reviewer Checklist**]

Your checklist will upload directly to OHRE Attachments. At this time, there is no indication of whether it is uploaded on the summary page.

All Study Attachments (OHRE Admin Only)

OHRE Attachments: These are OHRE Only Attachments

Show 10 entries   Search:

File Name		Document Type	Submission	Reference Id	Date
IRB-Reviewer-Checklist-Renewal-Application-7.29.16.docx Uploaded by Celeste Cantrell on 09/27/2021 at 02:33 PM		Reviewer Checklist	Renewal	315371	10/13/2020
14-3156_Modification_REF_311181.pdf Uploaded by Kathy Seabolt on 08/27/2020 at 08:50 AM		Reviewer Checklist	Modification	311181	08/24/2020
14-3156_Modification_REF_277710.pdf Uploaded by Brittane Foy on 03/04/2020 at 01:57 PM		Reviewer Checklist	Modification	277710	03/04/2020
14-3156_Modification_REF_271455.pdf Uploaded by Robert Matthews on 01/16/2020 at 05:02 PM		Reviewer Checklist	Modification	271455	01/10/2020

If you upload the incorrect checklist or need to submit a revised checklist, proceed to upload the correct checklist, then reach out to the Analyst to delete the incorrect file.