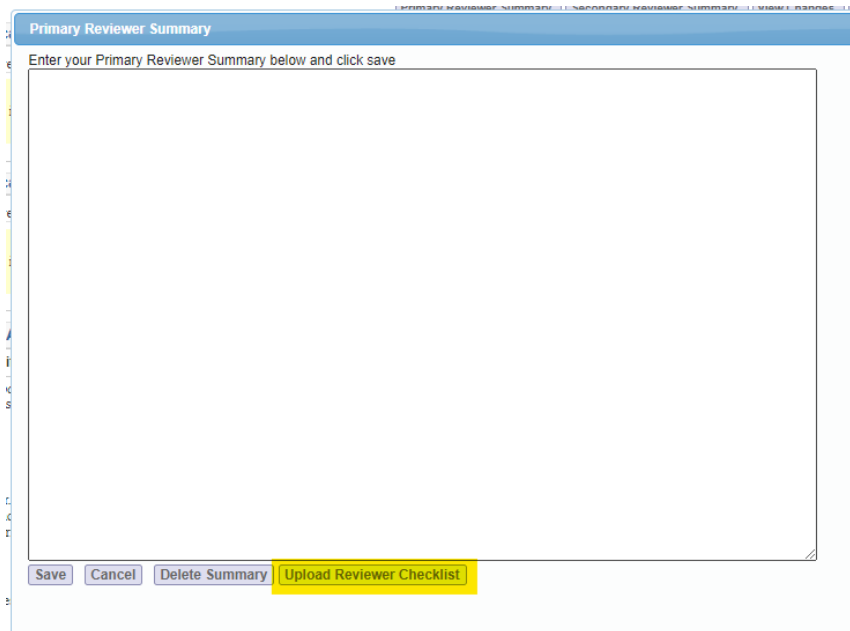


Committee Reviewers' Checklists

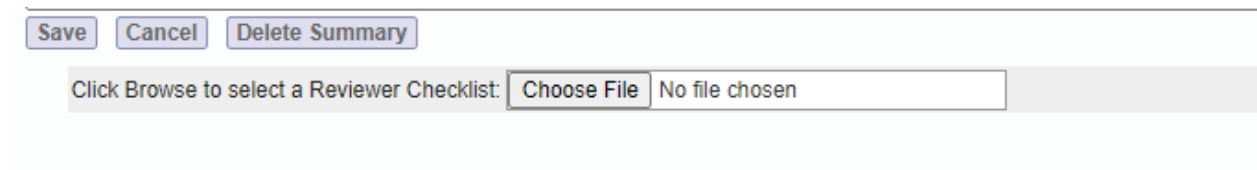
Committee members will upload the checklist in the reviewer summary section.

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



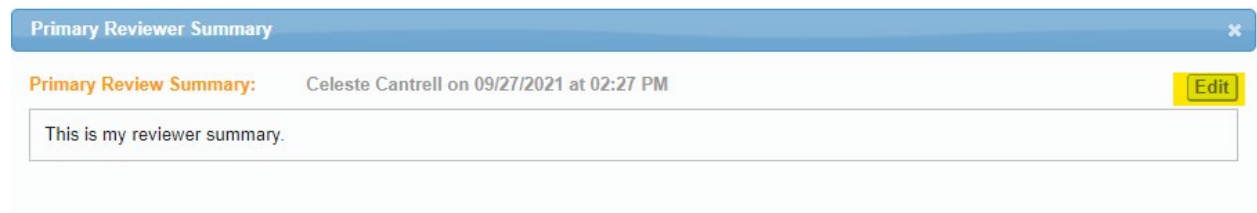
The screenshot shows a web form titled "Primary Reviewer Summary". At the top, there is a blue header bar with the title and a close button. Below the header, there is a text input area with the placeholder text "Enter your Primary Reviewer Summary below and click save". At the bottom of the form, there is a horizontal menu with four buttons: "Save", "Cancel", "Delete Summary", and "Upload Reviewer Checklist". The "Upload Reviewer Checklist" button is highlighted in yellow.

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



The screenshot shows a file selection dialog. At the top, there is a horizontal menu with three buttons: "Save", "Cancel", and "Delete Summary". Below the menu, there is a text input field with the placeholder text "Click Browse to select a Reviewer Checklist:". To the right of the text input field, there is a "Choose File" button and a "No file chosen" button. The "Choose File" button is highlighted in yellow.

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



The screenshot shows the "Primary Reviewer Summary" form. At the top, there is a blue header bar with the title and a close button. Below the header, there is a text input area with the placeholder text "Enter your Primary Reviewer Summary below and click save". Below the text input area, there is a horizontal menu with four buttons: "Save", "Cancel", "Delete Summary", and "Edit". The "Edit" button is highlighted in yellow. Below the menu, there is a text input field with the text "This is my reviewer summary."

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

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 01/18/2020 at 05:01 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.