

Procedures for Reviewers

1. Make sure you have selected the appropriate section of IRBnet. We currently have an IRB section and an IACUC section

The screenshot shows the IRBNet Submission Manager interface. The 'Submissions for' dropdown menu is circled in red, showing three options: 'Missouri Southern State University (MSSU) IRB', 'Missouri Southern State University (MSSU) IACUC', and 'Missouri Southern State University (MSSU) IRB'. The first option is selected. Below the dropdown, there is a search bar and a filter section with 'Agenda' set to 'Unassigned' and a checked box for 'Only show submissions awaiting Board Action'. A table below shows a single submission with IRBNet ID 1038042-1, Project Title 'Resting Blood Pressure in College Athletes vs...', Principal Investigator Heckemeyer, Submission Type 'New Project', Review Type 'Pending Review', Ref #, and Submission Date 03/29/2017.

2. Find the submission. This can be done by clicking Submission Manager. Agenda should be Unassigned and box for only showing submissions awaiting Board Action should be ticked. You can also find protocols by clicking the All Submissions option in Agenda. Currently, we are only assigning specific agendas if the protocol goes to full board review. If the study is for Full Board review, change the Agenda to the date of the next board meeting.
 - a. Another option is to click on My Reminders.
3. Click on the submission you need to review.

The screenshot shows the IRBNet Submission Manager interface. The 'Submission Manager' menu item in the left sidebar is circled in red. The 'Submissions for' dropdown menu is also circled in red, showing the same three options as in the previous screenshot. Below the dropdown, there is a search bar and a filter section with 'Agenda' set to 'Unassigned' and a checked box for 'Only show submissions awaiting Board Action'. A table below shows three submissions with IRBNet IDs 970699-1, 976540-2, and 979134-1. The third submission, 'broad jump', is circled in red. The table columns are IRBNet ID, Project Title, Principal Investigator, Submission Type, Review Type, Action, Ref #, and Submission Date.

- Click on the uploaded documents to review the materials

Review Details: | [Add Another Agenda Date](#) |

Agenda	Review Type	Action	Effective Date	Expiration Date
▼ Unassigned	▼ Expedited Review	Pending Review		

New and Revised Documents in this Package: | [All Project Documents](#) |

★ Document Type	Description	Last Modified	
☆ ▼ Application Form	IRB Application Form2.docx	11/10/2016 12:39 PM	
☆ ▼ Child Assent	Informed Assent.docx	11/10/2016 04:12 PM	
☆ ▼ Consent Form	Informed Consent1.docx	11/10/2016 12:43 PM	
☆ ▼ Data Collection	Book 1.xlsx	11/07/2016 10:31 AM	
☆ ▼ Parental Permission Form	Parental Consent for Child.docx	11/10/2016 01:06 PM	

There are **2 Training & Credentials** records linked to this package. | [View Linked Records](#) |

* Browse the complete list of project documents, and access historical documents, on the [Designer](#).

- If this submission is a revision or modification, which can be determined by a -2 in the IRBnet ID number and by the Submission Type, you can find your previous comments by clicking the Project Overview tab in the left-hand side of the screen.

Welcome to IRBNet
John Hogue

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders (1)
- Project Administration**
- Project Overview**
- Designer
- Package Signatures
- Submit this Package
- Send Project Mail
- Reviews
- Project History
- Create a New Package
- Messages & Alerts
- Other Tools**
- Track Training
- Forms and Templates
- Library Manager

Submission Detail

Missouri Southern State University (MSSU) IRB
[1060536-2] Relationship between back pain and back flexibility

Click to add Project Notes.

Project Status as of: 05/09/2017 ▼ Reviewing Board: Missouri Southern State University (MSSU...

Project Status: Active	Project Expiration Date: 05/08/2018
Project Risk Level: Minimal Risk	Initial Approval Date: 05/08/2017

Package Details

IRBNet ID: 1060536-2
Title Relationship between back pain and back flexibility
Principal Investigator Osterhout, Alyssa
Lock Status Locked
Unlock Lock - Revisions Complete View History

Submission Details

Submission Date 05/08/2017
Submitted by Andrea Cullers
Submission Type Amendment/Modification ▼
Local Board Reference Number

- a. Click on the back arrow to go to Package 1. This arrow is above the Effective Data and below Project Status.

Project Overview

[1060536-2] Relationship between back pain and back flexibility

You have Read access to this project.

Research Institution Missouri Southern State University (MSSU), Joplin, MO
Title Relationship between back pain and back flexibility
Principal Investigator Osterhout, Alyssa

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 05/09/2017

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Missouri Southern State University (MSSU) IRB, Joplin, MO	05/08/2017	Active	05/08/2018

Package 1060536-2 is: Locked ⏪ Package 2 of 2 ⏩ | Jump ▾

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Missouri Southern State University (MSSU) IRB, Joplin, MO	05/08/2017	Amendment/Modification	Approved	05/08/2017	Review Details View Workspace

Shared with the following users:

User	Organization	Access Type
Cullers, Andrea	Missouri Southern State University (MSSU), Joplin, MO	Full
Osterhout, Alyssa	Missouri Southern State University (MSSU), Joplin, MO	Full

- b. Then click on either Review details or View Workshop. Review Details will take you to the Modifications Required letter, which will have your feedback to the review. View Workspace, will take you to the Submission Details page of the initial submission, where you can find your comments at the bottom of the screen.

Project Overview

[1060536-1] Relationship between back pain and back flexibility

You have Read access to this project.

Research Institution Missouri Southern State University (MSSU), Joplin, MO
Title Relationship between back pain and back flexibility
Principal Investigator Osterhout, Alyssa

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 05/09/2017

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Missouri Southern State University (MSSU) IRB, Joplin, MO	05/08/2017	Active	05/08/2018

Package 1060536-1 is: Locked ⏪ Package 1 of 2 ⏩ | Jump ▾

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Missouri Southern State University (MSSU) IRB, Joplin, MO	04/19/2017	New Project	Approved with Conditions	04/28/2017	Review Details View Workspace

Shared with the following users:

User	Organization	Access Type
Cullers, Andrea	Missouri Southern State University (MSSU), Joplin, MO	Full
Osterhout, Alyssa	Missouri Southern State University (MSSU), Joplin, MO	Full

- i. If you clicked Review Details, click on the link to the Modifications Required Letter to access your comments in the letter that was sent to the researcher.

Review Details

[1060536-1] Relationship between back pain and back flexibility
 Missouri Southern State University (MSSU) IRB, Joplin, MO

Submission Details	
Submitted To	Missouri Southern State University (MSSU) IRB, Joplin, MO
Submitted by	Andrea Cullers
Submission Date	04/19/2017
Submission Type	New Project
Local Board Reference Number	

Review Details:

Agenda	Review Type	Board Action	Effective Date	Project Status	Expiration Date
Unassigned	Expedited Review	Approved with Conditions	04/28/2017		

Board Documents:

Document Type	Description	Last Modified	View
Modifications Required Letter	Modifications Required Letter	04/28/2017 12:29 PM	

- ii. If you click on View Workspace, scroll to the bottom of the Submission Details page and click the View link that is associated with your name.

Reviewer	Comment	Recommend	Last Updated	Completed Date	View
Huffman, Loreen	The method for recruitment of participants should be described. Additionally, the level of back pain or disability should be described, to reduce the likelihood that the intervention could worsen the...	Approve with Conditions	04/28/2017 12:18 PM	04/28/2017 12:18 PM	
Delehanty, William	Recommendations None Required The researcher needs to specify how they will recruit the two men and women that will participate in the study. As of now, the IRB Application only states that individua...	Approve with Conditions	04/24/2017 09:52 PM	04/24/2017 09:51 PM	

- c. If you have reviewed your previous comments, click Project Overview again.

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders
- Project Administration**
- Project Overview
- Designer
- Package Signatures
- Submit this Package
- Send Project Mail
- Reviews
- Project History
- Create a New Package
- Messages & Alerts
- Other Tools**
- Track Training
- Forms and Templates
- Library Manager

- i. Then, click the arrow to take you to Package 2.

Project Overview

[1060536-1] Relationship between back pain and back flexibility

You have Read access to this project.

Research Institution Missouri Southern State University (MSSU), Joplin, MO
Title Relationship between back pain and back flexibility
Principal Investigator Osterhout, Alyssa

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 05/09/2017

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Missouri Southern State University (MSSU) IRB, Joplin, MO	05/08/2017	Active	05/08/2018

Package 1060536-1 is: Locked Package 1 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Missouri Southern State University (MSSU) IRB, Joplin, MO	04/19/2017	New Project	Approved with Conditions	04/28/2017	Review Details View Workspace

Shared with the following users:

User	Organization	Access Type
Cullers, Andrea	Missouri Southern State University (MSSU), Joplin, MO	Full
Osterhout, Alyssa	Missouri Southern State University (MSSU), Joplin, MO	Full

- ii. Then, click View Workspace to take you to the Submission Details page of the revised documents.

Project Overview

[1060536-2] Relationship between back pain and back flexibility

You have Read access to this project.

Research Institution Missouri Southern State University (MSSU), Joplin, MO
Title Relationship between back pain and back flexibility
Principal Investigator Osterhout, Alyssa

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 05/09/2017

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Missouri Southern State University (MSSU) IRB, Joplin, MO	05/08/2017	Active	05/08/2018

Package 1060536-2 is: Locked Package 2 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Missouri Southern State University (MSSU) IRB, Joplin, MO	05/08/2017	Amendment/Modification	Approved	05/08/2017	Review Details View Workspace

Shared with the following users:

User	Organization	Access Type
Cullers, Andrea	Missouri Southern State University (MSSU), Joplin, MO	Full
Osterhout, Alyssa	Missouri Southern State University (MSSU), Joplin, MO	Full

6. After reviewing the materials, click Add comments and reviewer documents to this submission. It is at the bottom of the Submission Detail page.

Project Team Tracking:

[| Show Project Team Tracking |](#)

This Package has been Signed By:

Date	Signed By	Role	
11/14/2016 12:04 PM	Justin Johnson	Research Coordinator	Details
11/10/2016 04:12 PM	Andrea Cullers	Advisor	Details

Add decision letters and other board documents to this submission. Draft board documents may be viewed only by Committee Members and Administrators. Published board documents may be viewed by both Committee Members and the Research Team. [| Revise a Board Document from a Prior Submission |](#)

Share this submission with Committee Members and Administrators.

This submission is currently shared with the following Committee Members and Administrators:

User	Access Type	Special Designation	Share Date	Shared By
Davenport, John	Reviewer	Primary Reviewer	11/14/2016 02:19 PM	Hogue, John
Hogue, John	Admin		Not Applicable	Not Applicable
Huffman, Loreen	Reviewer	Expedited Reviewer	11/14/2016 02:19 PM	Hogue, John
Welsh, Josephine	Admin		Not Applicable	Not Applicable

 [Committee Messages](#)

 [Send Committee Mail](#) to Members and Administrators.

[Add comments and reviewer documents to this submission.](#)

7. Put your comments in the Reviewer Comments box, mark your level of approval, and mark “Mark my personal review as complete.” Ticking this box sends a message to the IRBnet Administrator that you have reviewed the protocol. Then, click Save & Exit.
 - a. Typical Reviews and their meanings. For each of these decisions, nonethical improvements can be suggested but should be marked a recommendations and not ethical requirements:
 - i. **Approve:** This decision level is used when a reviewer approves of the application in its current form and does **not** require further information or changes.
 - ii. **Approve with Conditions:** This decision level is used when a reviewer approves of the application, but requires very minor changes. When a reviewer selects this decision level, the changes will be relayed to the researcher, and the IRB Administration will check the revised application to make sure that all changes have been made. The revised application will **not** be sent back to the reviewer. This decision level is suggested when minor changes are requested.
 - iii. **Exempt:** This decision level is used when a reviewer determines that the application should be **Exempt** rather than expedited. Choosing this decision level will change the Assessment of the Research level and the IRB Administration will alter the application as necessary.

- iv. **Information Required:** This decision level is used when a reviewer determines that they do not have enough information to make a decision or needs additional information on specific elements of the application. The researcher will be prompted to provide the additional information and, once submitted, the reviewer will make a subsequent decision (approve, approve with conditions, modifications required, etc.) based on the new information.
- v. **Modifications Required:** This decision level is used when a reviewer has determined that a specific set of modifications are required before the application can be approved. If this decision level is chosen, the reviewer will make the required modifications, and the IRB Administrator will then send these changes back to the reviewer. The reviewer will then make a subsequent decision (approve, approve with conditions, modifications required, etc.) based on the changes to the application.
- vi. **Refer to Full Board:** This decision level is used when the reviewer determines that the application and the research project needs to be reviewed by the Full MSSU IRB. When this decision level is chosen, the IRB Administrator may seek the advice of additional reviewers and the Chair of MSSU's IRB. If it is determined that the application should go to the full board, the IRB Administrator will add the application to the next full IRB meeting agenda.
- vii. **Disapprove:** This decision level is reserved for when a reviewer decides that the application and the research project, even with modifications, cannot be conducted in a way that protects human participants in accordance with MSSU's policies and the Federal Guidelines. This decision level should **not** be used if the reviewer determines that modifications to the project would bring the application in-line with MSSU policy and Federal guidelines.

- b. The decision will be shared with the IRBnet Administrator, who will share it with the researcher. The researcher will not know the identity of the reviewer.

Reviewer Comments:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Font Family, Font Sizes, Undo, Redo, Source Code, Text Color, Background Color, and ABC. Below the toolbar is a text area with the placeholder text: "Type any comments, needed modifications, or needed information here."

Recommendation:

Last Updated:

Mark my personal review as complete.

Completed Date:

- 8. Log out of IRBnet.

IRBNet ID: 1050781-1 USER PROFILE

IRBNet 

Welcome to IRBNet
John Hogue **Submission Detail**

Missouri Southern State University (MSSU) IRB
[1050781-1] Effects of Treats on Canine Anxiety During Veterinary Procedures