**Administrative Review: Designated Review**

**Work Instructions: Assign a Coordinator**

If a submission is not forwarded directly to a full Committee Review, it will move to the Grace Period state so *IACUC Committee Members* can review it and determine whether it should go to full Committee Review.

If the Grace Period passes and it was not assigned to a Committee Review, the submission moves to a Designated Reviewer Assignment state and the *IACUC Committee Chairperson* can assign it to an individual *Committee Member* to review. After the Designated Reviewer is assigned, the submission moves to the Designated Review state.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. From the **In-Review** tab, click the submission’s **Name**.

**Work Instructions: Request Clarification**

1. While reviewing the submission, the *Designated Reviewer* may determine that some changes are necessary, or that they require additional information before they can submit a **Designated Review**.
2. Click the **View Protocol** button to review the submission; use the **Continue** button to move through the **SmartForm** pages.
* Click **Add** in the **Reviewer Notes** bar to add notes on any of the **SmartForm** pages.
* Click the **Exit** or **Finish** button to return to the workspace.
1. Under **My Current Actions**, click **Request Clarification by Designated Reviewer.**
2. Complete the page, making note of the change or additional information required, then click **OK**. The submission moves to the **Clarification Requested** state.

**Note:** *When a Designated Reviewer requests a clarification, the submission is editable by the Principal Investigator (PI), and the PI must respond before the submission can move forward in the review process.*



**Work Instructions: Submit Designated Review**

1. When you are satisfied that the submission is complete, click **Submit Designated Review**.
2. Complete the page, paying special attention to the fields listed below:

**Note:** *Required fields are marked with an asterisk (\*).*

* **Question 1 – Determination**Select from Approved and Modifications Required to Secure Approval.
* **Question 2 - Last day of annual review period**The system enters this date, but it can be changed. Specify the last day of the annual review period; typically, this is: (Date of Approval) + (1 year) – (1 Day).
* **Question 3 - Last day of triennial approval period**The system enters this date but it can be changed. Specify the last day of the triennial approval period; typically, this is: (Date of Approval) + (3 years) – (1 Day).
* **Question 5 - Approval date**Specify the date the IACUC decision was made. Select the date the *Designated Reviewer* made the decision, not the date that you are submitting the Committee Review.
* **Question 6 - Identify the modifications required or reasons for withholding approval**This field becomes required if the determination is Modifications Required to Secure Approval.
1. Click **OK**. The submission moves to the **Post-Review** state.

**Note:** *If the determination of Modifications Required to Secure Approval is selected, the submission moves to the Modifications Required state.*

