**IRB Board Member Approval Process**

**for Expedited or Full Board Review**

**Work Instructions:**

* Log into the Click Portal and click on the **IRB** tab in the top navigation menu.
* Click on the study’s **Name** to navigate to the **Study Workspace**.
* *Designated Reviewers can also navigate directly to the Study Workspace by clicking on the link in the email notification and logging into the system.*
* Review the protocol by clicking on **View Study**. Click **Continue** or **Back** to review each page of the protocol. Be sure to review any attachments as well. Clicking **Finish** on the last SmartForm will return you to the Study Workspace.

***NOTE:*** *Use* ***Add Comment*** *to address all study team members and IRB staff. Use* ***Add Private Comment*** *to communicate with only IRB staff.*

* **If the submission *is NOT* complete:**
* Under **My Current Actions**, click **Request Clarification by Designated Reviewer**.
* Indicate what information is necessary for **IRB Review**, and attach any necessary supporting documents.
* Click **OK** to send the request to the study team.
* *You will receive an email notification when the study team submits their response to your request.*
* **If the submission *is* complete:**

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| --- | --- |
| **Expedited** | **Full** |
| **Submit Designated Review**1. Check box
2. Check appropriate box
3. Select Exempt or Expedited and check appropriate box(es)
4. Enter Last Day of Approval Period (one year)
5. Indicate any modifications required
6. Add notes, if desired
7. Add supporting documents, if any
8. Answer “Yes”

Click **OK****Designated Review Submitted** will display in the **History** log. | **Assign to Committee Review*** Click **OK**

**Assign to Meeting*** Select a meeting
* Click **OK**

*To create a new meeting:** Click **Meetings**
* Click **Create New Meeting**
1. Select **Buffalo State College IRB Committee**
2. Choose meeting date and start time
3. Enter Location
4. Click **OK**
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