

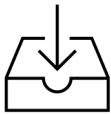
Accessing and Reviewing Delegated Summaries

QUICK STEPS



Before the REB meeting, please review the application assigned for Full Board review.

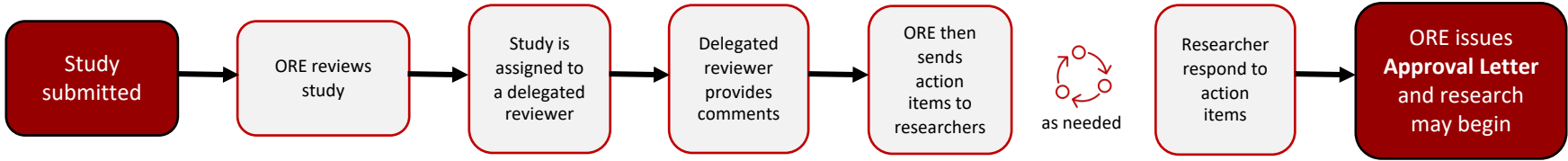
- From the Manage Protocols window, go to **Meetings and Agenda** and select the upcoming REB meeting to open the agenda.
- Scroll down to the end of Agenda. Studies that are ready for Delegated Summaries review will show up under **Protocols for Information Only** section.
 - Delegated summaries are applications that have been approved via the delegated process since the last meeting and are being reported to the full board.
 - These applications will be in Read Only mode.
 - Please review and advise at the meeting if you have any queries about the review, response or final approval.
 - Additional action items or request for amendment can be sent to ORE team.
- Click on the title you want to for review. The link will take you to the full application. You can scroll through the application and review, but you **cannot** edit.



- Go to **Action Item Summary** on the right-hand side to see the full review from the ORE office.
- Click on **Admin Notes & Files** to see the approval letter.
- You can access the **Activity Log** to review the steps that the application went through.
- When you are done, click **Back** at the top left corner. This will take you back to the Manage Protocols window.

APPROVAL PROCESS

For a typical minimal risk study...



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