

Accessing and Reviewing Studies Assigned for Review

QUICK STEPS



Studies Assigned for Full Board Review in Kualu

- You will receive an automated email from Kualu notifying you to review an application. The email subject line will read **SFU REB – Request for Review (Protocol Number)** with a link to access the study. You will also receive an email from ORE notifying you that a study has been assigned to you for your review.

OR

When logged in – click on **Protocols Assigned to Me** – find the applications assigned to you. The Review Type should show blank or **Full Board**.

- Click on the **title** of the application to access the application form and study documents.



- Review **Action Items Summary** on the right-hand side of the screen. These comments are from the ORE reviewer. Questions or substantial ethical issues will be noted here for your comments.
- Scroll through the application and review the application and supporting documents.
- Tabs with action items will have a yellow ball with the number of action items denoted within. Click the sections with **Action Items** denoted and see proposed action items from ORE.
- Once your review is complete, please reply to the email sent by ORE with any comments that you would like to flag in advance of the Board Meeting.

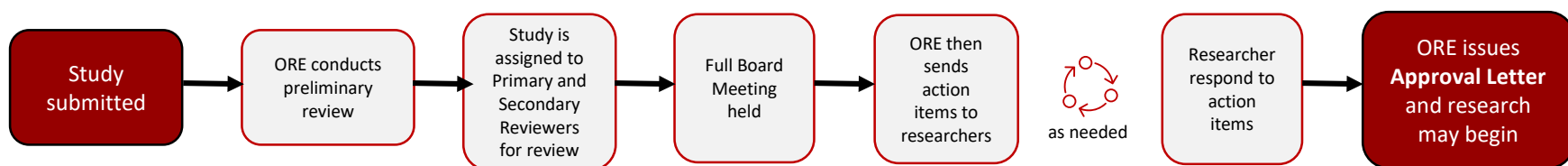


Studies Assigned for Full Board Review in RISE / PREP

- The ORE has prepared a guidance document for the full board review process in RISE/PREP. Please email ore@sfu.ca to request a copy.

APPROVAL PROCESS

For a typical above minimal risk study...



Check out our other quick guides

Delegated Review

REB Meeting Agenda

REB Meeting Minutes

Full Board Review

Delegated Summaries

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Studies Assigned for Delegated Review in Quali

- You will receive an automated email from Quali notifying you to review an application. The email subject line will read **SFU REB – Request for Review (Protocol Number)** with a link to access the study. You will also receive an email from ORE notifying you that a study has been assigned to you for your review.

OR

When logged in – click on **Protocols Assigned to Me** – find the applications assigned to you. The Review Type should show blank or **Expedited**.

- Click on the **title** of the application to access the application form and study documents.



- Review **Action Items Summary** on the right-hand side of the screen. These comments are from the ORE reviewer. Questions or substantial ethical issues will be noted here for your comments.
- Scroll through the application and review the application and supporting documents.
- Tabs with action items will have a yellow ball with the number of action items denoted within. **2** Click the sections with **Action Items** denoted and see proposed action items from ORE.
- Once your review is complete, please reply to the email sent by ORE with any comments to be incorporated into the review process.

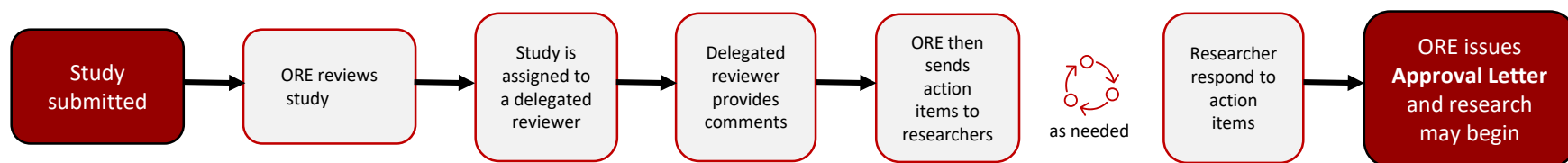


Studies Assigned for Delegated Review in RISE / PREP

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