Reviewer Information Sheet for Committee Members (version 2.15.06)

This information sheet will provide you with instructions for your role as a committee member. Since OSIRIS is in a limited release stage all of our information sheets will be periodically updated to assure that all members will have access to the most current processes. You are strongly encouraged to review the instructions on-line so you will have access to the most current versions. We plan to have all committee members trained on the use of OSIRIS by the end of May 2006. The IRB has open office hours to assist members with the process from 9-11am, Tuesdays and Thursdays, in Room 105. If you are unable to attend at these times, please contact Patty Orndoff (orndoffpa@upmc.edu) to arrange an alternate time/date.

Login

- Go to https://www.osiris.pitt.edu
- Click on Login (top right-hand corner of page)
- Enter Username (email address) and Password as registered with HSConnect
- If you have Forgotten your password
  - Click on link available from the login page and HSConnect will email your username and password to you
  - Go to https://www.osiris.pitt.edu and Login again
- To end your session, click the Logoff button (top right-hand corner of page)

Confirm/Decline Meeting Attendance

- Under My Roles
  - Click on Committee Member (opens view of all member activities)
- Click on My Meetings tab
  - Select the committee meeting which requires you to Confirm or Decline
- Under My Activities
  - Click on the Confirm or Decline button
- A new web browser window will appear, click on the OK button available at the bottom-right corner of the window
  - You may need to scroll down to see the button

Initiate your review

- Under My Roles (located on the left-hand side of the page)
  - Select Committee Member
- Click on My Meetings tab
  - Select the committee meeting for which you wish to initiate a review
- The Meeting Agenda is available on the upper left-hand side of the page
  - Click on the Meeting Agenda button on the upper left-hand side which permits access to all the items on the agenda
  - Click on the hyperlinked title of agenda item you wish to review
    - When you have finished reviewing that item, close the browser window and you will be returned to the meeting agenda
  - Paper items will be reviewed off-line

Add Reviewer Notes

Two methods are available to add reviewer notes: View Study or Reviewer Version

- Click on View Study button
  - Page by page review of the agenda item
Click on Add button, write your reviewer note, and click the OK button before closing the window.

- Click on Reviewer Version button (preferred method)
  - Provides a view of the entire IRB protocol on one page
  - Click on the [reviewer notes] link which will automatically take you to the specific page where you can Add your reviewer note
    - Remember to click on the [reviewer notes] link found at the top of each question or set of questions
      - When you have completed your comment(s), click on the RED button located in top right-hand corner of the page which will close the browser (most browsers) and you will be returned to the meeting agenda

- If more than one question exists on the page, please remember to identify the question for which you are commenting
  - For example, **4.1 Will potential research subjects be identified through the use of advertisements?**
    - Sample reviewer comment: 4.1 - You failed to include the advertisements for review and approval

- Edit your reviewer notes
  - Click on View Study button go to the reviewer note you wish to edit (Add, Delete, Next or Previous buttons available)
  - Click on the reviewer note (e.g., Committee Comment (Private))
    - Window pops up and you can edit your comments
    - Ability to edit comments before or during the convened meeting
    - You can cut and paste your comments from a Word document
    - You can cut and paste sections from the application and add to your reviewer comments

### Assigned as Primary, Secondary, or Non-Scientific Reviewer

- The My Tasks tab
  - Lists all agenda items which you are assigned
  - Preferred method for review is using the Meeting Agenda as outlined previously
- Under My Activities section of a study’s workspace
  - Click on Complete Review which is based on your reviewer role (primary, secondary, non-scientific)
- Window opens which contains 3 sections
  - **My Reviewer Notes** – publishes all your reviewer notes
    - Viewable only to you and the IRB staff
  - **Brief Summary** – synopsis of study to be presented at convened meeting
    - Viewable by all committee members and IRB staff
  - **Add attachments** - click on add and browser opens
    - Upload the checklist - Designated reviewers assigned to NEW STUDIES are required to complete the checklist
    - Upload the consent document(s) if track changes utilized for review
    - Upload any other supporting documents
• **Instructions for uploading a document** (e.g., checklist, consent)
  - Click on the **Add** button
  - **Browser window** will open
  - **Title:** add the title of the document
  - **File:** click on Browse and upload the document (e.g., desktop, disk)
  - Click OK to publish the document into OSIRIS

• Remember to click **OK** to save your work before closing the window

**You have now reviewed the study, added reviewer notes as needed, and completed your role as an assigned reviewer.**