**IRB Member Quick Reference Guide # 4 – Reviewing Post-Approval Reports & Single Subject Exceptions (PAR)**

**PARs**

1. PARs assigned to you for review will be listed in your Inbox.

2. Click on the blue link to go to the PAR workspace.

3. The PAR workspace and application function the same way as the workspace and application for a new study.
   - Staff Notes can be found under the IRB Requests tab.
   - To view the PAR click on View Post-Approval Report or Single Subject Exception.
   - You can also add Reviewer Notes to the PAR application.

**Expedited Reviews**

1. To complete the review, click Submit Designated Review.
   - An activity form will open.

2. Complete the form and click OK.
   - **Note:** If you are reviewing a Single Subject Exception, write a note in the Comments section to indicate whether or not the request is approved.

**Full Board Reviews**

1. To complete the review, click Prepare Designated Reviewers Notes.
   - An activity form will open.

2. If you have any comments in addition to the Reviewer Notes that you may have added to the PAR form, record the comments in the Notes section.

3. When your review is completed, click OK.

**Reviews of PIs’ responses**

1. To complete the review, click Submit Response Review Findings.
   - An activity form similar to that for the expedited review will open.

Amendments Associated with PARs

1. If the PI has submitted an amendment in conjunction with the PAR, this should be noted in Section 11/item 5 or Section 13/item 4.2. The amendment should be in your inbox and reviewed at the same time as the PAR.

2. You can also recommend that an amendment be submitted because of a PAR. In this case, the PI would create a “Linked Amendment.”