

## Steps for Viewing IRB Staff Comments

### Notes about IRB staff comments

IRB staff comments should appear in the history tab of a submission:

History	IRB Only	IRB Requests	New or Modified Docs	Change Log
	Activity		Author	Activity Date
	Forwarded To Expedited Reviewer		6, User	6/7/2012 1:14 PM PDT

Example of IRB Staff Comment: The 2011 continuing review indicated that 1500 participants were enrolled since the beginning of the study. This 2012 continuing review reports that an additional 1200 participants have been enrolled during the last approval period. Please revise item 1.0 or 2.0 below as the numbers do not add up.

There are times when IRB staff comments do not appear in the history tab:

History	IRB Only	IRB Requests	New or Modified Docs	Change Log
	Activity		Author	Activity Date
	Forwarded To Expedited Reviewer		6, User	6/7/2012 1:14 PM PDT

### Follow these steps to view the comments

1. Click on the activity link<sup>1</sup>:

History	IRB Only	IRB Requests	New or Modified Docs	Change Log
	Activity		1	Author
	Forwarded To Expedited Reviewer		6, User	

2. The *Activity Details* with the comments will appear
3. Click *Exit* to return to the workspace

#### Activity Details (Forwarded To Expedited Reviewer)

**Author:** User 6 (MEDICINE-GASTROENTEROLOGY)

**Logged For (Amendment):** Amendment #2 for webIRB Study IRB#11-001726

**Activity Date:** 6/7/2012 1:14 PM PDT

Activity Form | Property Changes | Documents / Tasks / Notifications

Please select designated reviewer from MIRB2 and add comments on why moving the application to expedited review.

**\* Primary Reviewer:**  
User 11

**Additional Designated Reviewers:**  
Name  
There are no items to display

**Comments:**  
Example of IRB Staff Comment: The 2011 continuing review indicated that 1500 participants were enrolled since the beginning of the study. This 2012 continuing review reports that an additional 1200 participants have been enrolled during the last approval period. Please revise item 1.0 or 2.0 below as the numbers do not add up.

**Attached Documents:**  
Name | Version  
There are no items to display

[Exit](#)

<sup>1</sup> For PI Responses the activity is "Referred to or Reassigned Designated Reviewer".