UVMClick Website	https://www.uvm.edu/ovpr/uvmclick	Email Support
IRB@uvm.edu		
UVMClick Login	https://irb.connect.uvm.edu/IRB	

How to Complete a Chair Review

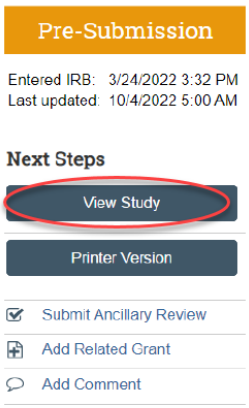
Trainee/student projects require a faculty sponsor as well as department sign off prior to IRB review.

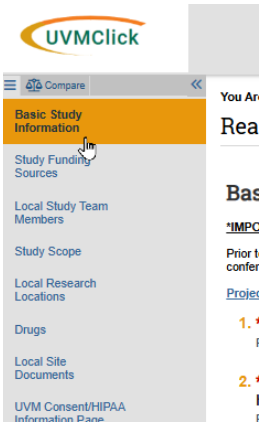
1. You will receive a notification in your uvm.edu email directly from UVMClick.
2. Within the email you can click on the study number, and this will direct you to the protocol within the UVM Click system.
3. You should then review the submission and decide if the submission meets the following items:
   a. the assigned faculty mentor has applicable experience to support the trainee;
   b. the proposed project is appropriate for where the trainee is in his/her training;
   c. the proposed project has scientific validity;
   d. the proposed level of risk to subjects or others is appropriate to someone in training (e.g. not a clinical trial, does not include vulnerable populations (e.g. children, prisoners);
   e. protocol conduct and completion is feasible (good plan for active support from faculty mentor, access to necessary tools/data are in place, and the required timeframe can be met); and
   f. the protocol/consents follow the IRB requirements and are well written.

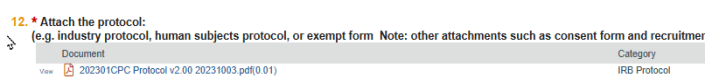
Review the Study

1. Click on "VIEW Study". To see entire submission you can scroll down the page. Please note, you will find the written protocol under Basic Information, #12.

Once you are done with the review you have 2 options, Approve Outright by clicking the"SUBMIT ANCILLARY REVIEW" or Recommended Changes by clicking the "ADD COMMENT".

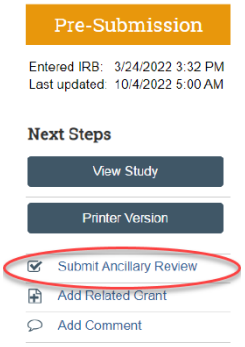


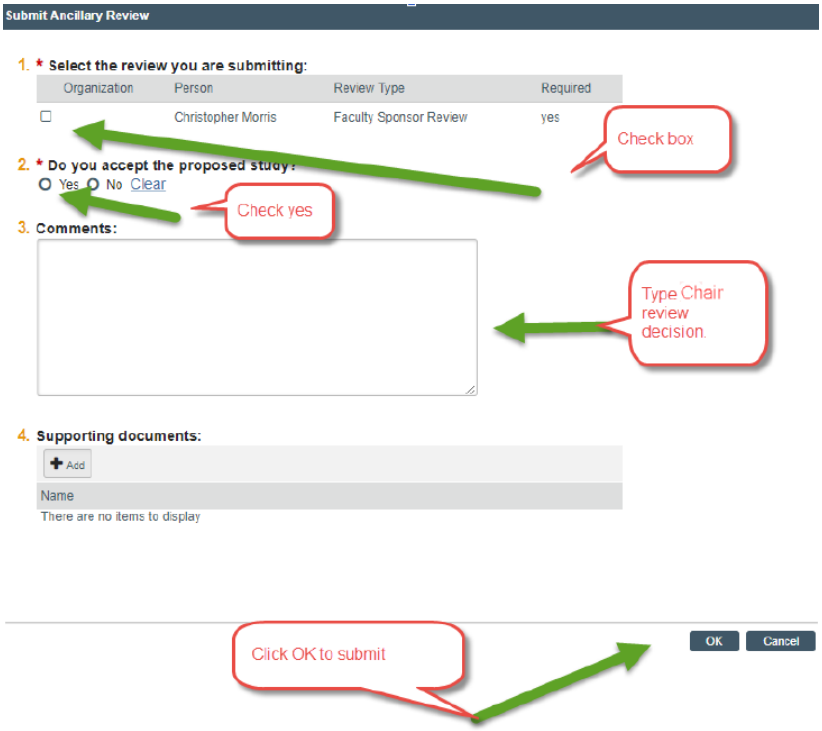




Approved Outright

If the submission meets the criteria as written above, click "**Submit Ancillary Review**". The following page will appear. Complete this as noted.





Recommend Changes

If you want to make recommendations for changes, then click "**Add Comment**". A page will appear for you to add your recommendations. Your ancillary review will remain incomplete until changes have been addressed by the student/PI and you have approved the changes.

To approve the changes and complete the ancillary review, follow instructions for Approved Outright above.