

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".



The screenshot displays the UVMClick IRB system interface. On the left, a sidebar titled "Pre-Submission" shows the submission date (3/24/2022 3:32 PM) and the last update (10/4/2022 5:00 AM). Below this, a "Next Steps" section lists actions: "View Study" (highlighted with a red circle), "Printer Version", "Submit Ancillary Review", "Add Related Grant", and "Add Comment". The main content area shows a list of study information items, including "Basic Study Information", "Study Funding Sources", "Local Study Team Members", "Study Scope", "Local Research Locations", "Drugs", "Local Site Documents", and "UVM Consent/HIPAA Information Page". On the right, a section titled "12. * Attach the protocol:" lists attachments, including "202301CPC Protocol v2.00 20231003.pdf(0.01)" and "IRB Protocol".

Approved Outright

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

Pre-Submission

Entered IRB: 3/24/2022 3:32 PM
Last updated: 10/4/2022 5:00 AM

Next Steps

[View Study](#)

[Printer Version](#)

☒ [Submit Ancillary Review](#)

☐ [Add Related Grant](#)

☐ [Add Comment](#)

Submit Ancillary Review

1. * Select the review you are submitting:

Organization	Person	Review Type	Required
<input type="checkbox"/>	Christopher Morris	Faculty Sponsor Review	yes

Check box

2. * Do you accept the proposed study:
☒ Yes ☐ No [Clear](#)

Check yes

3. Comments:

Type Chair review decision.

4. Supporting documents:

[+ Add](#)

Name

There are no items to display

Click OK to submit

[OK](#) [Cancel](#)

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.

Pre-Submission

Entered IRB: 3/24/2022 3:32 PM
Last updated: 10/4/2022 5:00 AM

Next Steps

[View Study](#)

[Printer Version](#)

☒ [Submit Ancillary Review](#)

☐ [Add Related Grant](#)

☒ [Add Comment](#)

Add Comment

?

Your comment is visible to anyone with access to this submission.

1. Comment:

Both Faculty Mentor/Sponsor and Trainee/Student will see recommendations. They will be able to respond to your recommendations in the system and you will need to complete the ancillary review prior to the IRB review process..

2. Supporting documents:

[+ Add](#)

You are welcome to upload any applicable documents here.

Name

Description

There are no items to display

3. Who should receive an e-mail notification? **?**

☐ PI/PI Proxy/Primary Contact

☐ Study Team

☐ IRB Coordinator

You must chose who your recommendations are sent to. Applicable choices circled here.