

Penn eIRB Overview: IRB Processing from a Member Reviewer Perspective

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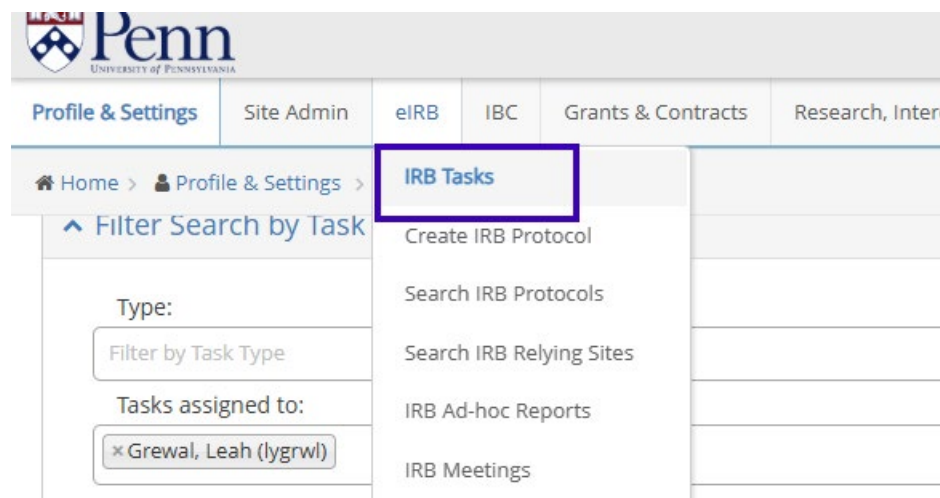
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This section applies to convened and non-convened reviews. It describes the member review and determination process.

Finding your Review Assignment

1. Log into eIRB with your Penn Key and password.

The system should take you to your Tasks automatically. The task menu is where you will find your review assignments. But you can also access your tasks going to eIRB at the top of the window, and clicking IRB Tasks within the eIRB menu.



2. Task menu columns are described below:
 - a. Type – Indicates the module associated with the task.
 - b. Action – In a general manner, categorizes the tasks received.
 - i. Approved/ Modifications required: Applies to protocol stages (initials, amendments, CRs, and amendment + CRs)
 - ii. Update: Applies to Reportable Events, Deviations, and Exceptions
 - c. Message – It is important that you read this as it tells what you need to do.**
 - d. Stage – Tells you the current stage (if a new stage is submitted) or the most recent stage the protocol was in (in the case of Reportable Events, Deviations, and Exceptions).
 - e. Details – Tells you the protocol review type and, if applicable, the Committee #
 - f. Due date – This is your review task due date.
3. Within your tasks, read the task message in the Message column. It will tell you the details about your review assignments. After you are assigned to a review, you will receive a task in their task queue. The task message will say: *Record # ____ requires your IRB Member review. Please refer to the IRB Reviewers panel to see the stage or event you have been assigned to review.* If you have emails set up, you will get an email with the same message.

- For stages (initials, amendments, CRs, and amendment + CRs), you can refer to the stage column to understand what the assignment is (e.g., an initial or amendment).
- For events like Reportable Events, Deviations, Exceptions, and Closures – it is important to refer to the message to get these details. The stage column will show the most recent stage the protocol was in.
- The due date column includes the screening due date. You can sort by due date and also filter by it in the Task filters at the top.
- Clicking on the message in the task menu will open the protocol.

Filter Search by Task Details

Type:

Tasks assigned to:

Creation date: To

Task Tags:

Keyword:

PI:

Task Due Date: To

Completed Status:

Current Stage:

[Filter Tasks](#) [Reset Filters](#)

My Assigned Tasks | Following | Away Schedule | Task Tags

collapse rows expand rows

Showing 1 to 10 of 81 search results.

Type	Action	Message	PI	Stage	Details	Due Date	Task Created	Tags
IRB	Update	IRB Protocol Deviation submitted for record 25-1969 requires review	Jessa Researcher Yoos	Amendment	Full board IRB 05	11/08/2025 12:29 PM (9 days remaining)	10/25/2025 12:13 PM	
IRB	Approve/Modifications required	Record 25-1307 (859021) requires your review	Shelley Welton (swelton)	Initial Protocol Application	Exempt IRB 08	11/03/2025 5:00 PM (5 days remaining)	10/27/2025 4:38 PM	
IRB	Update	IRB Adverse Event Ready to be Reviewed for record 25-0033	Jessa Researcher Yoos	Continuing Review with Amendment	Full board	09/16/2025 5:00 PM Urgent	08/26/2025 9:48 AM	
IRB	Action Required	A Relying IRB Site Protocol Deviation was submitted for your review for	Jessica Member Yoos	Relying Site - Initial Application	Full	09/12/2025 5:00 PM Urgent	08/22/2025 12:19 PM	

Updating your attendance

- Go to eIRB module menu and click IRB Meetings

Profile & Settings | Site Admin | eIRB | IBC | Grants & Contracts | Research, Interests, and Activities

Home > eIRB > IRB Meeting

[Create new Meeting](#)

[Filter Search](#)

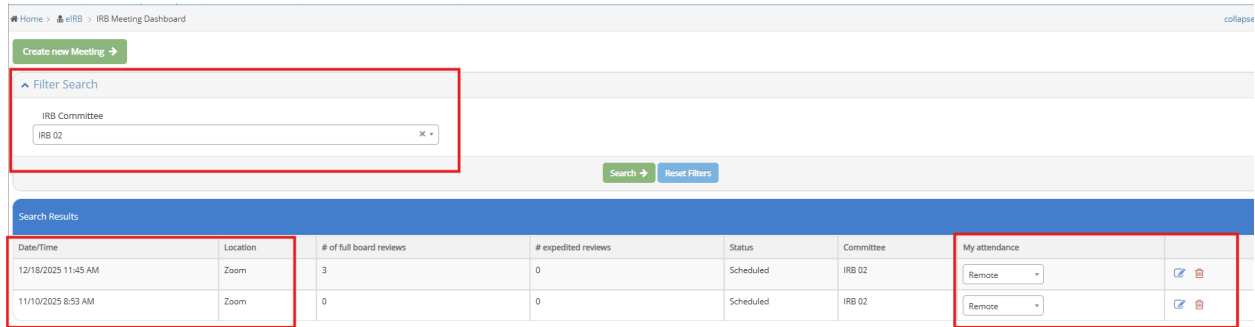
IRB Committee

Select one

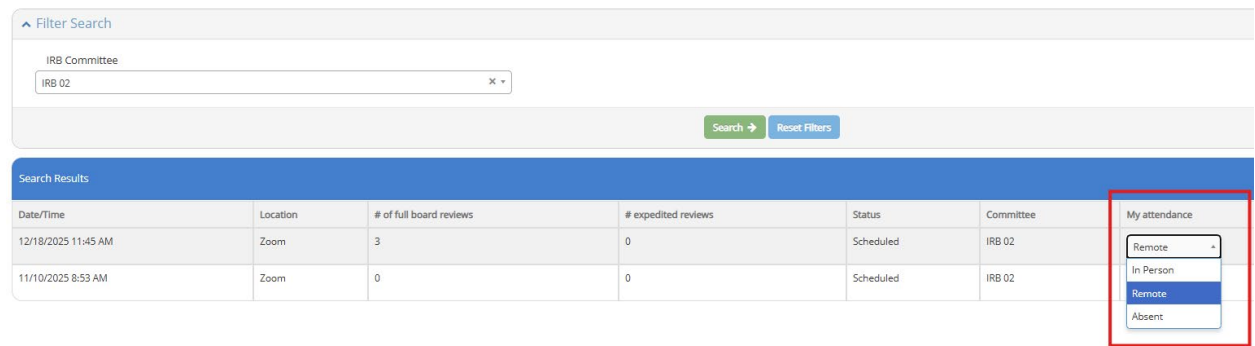
- IRB Tasks
- Create IRB Protocol
- Search IRB Protocols
- Search IRB Relying Sites
- IRB Ad-hoc Reports
- IRB Meetings**

- Use the filter to filter by your committee.

3. You will see all of the meetings for your committee.

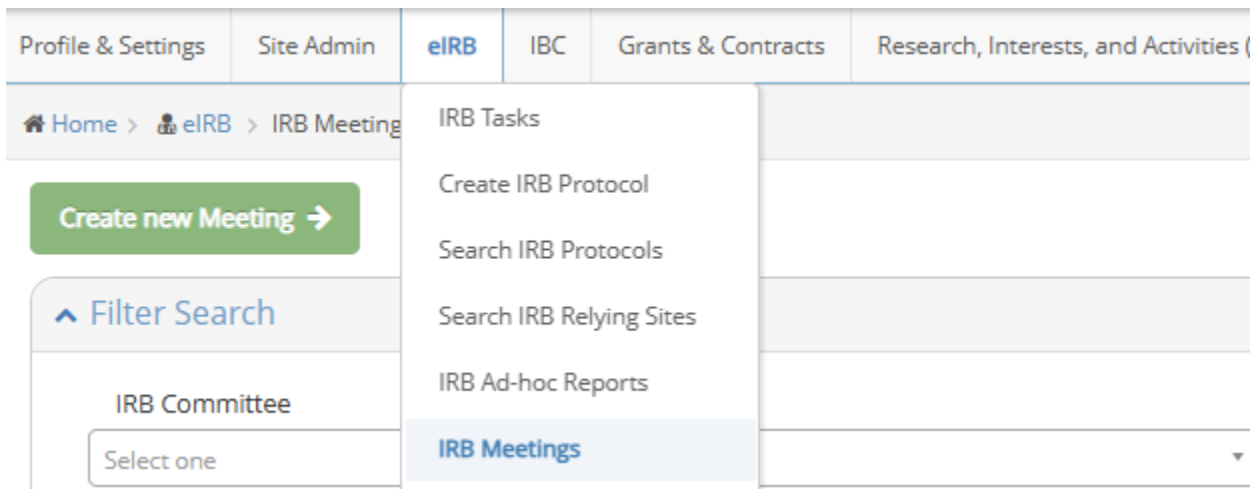


4. Under my attendance, you may indicate your attendance for the meetings by clicking the drop down for each meeting and changing the response. It will save automatically.



Finding the meeting agenda

1. Go to eIRB module menu and click IRB Meetings



2. Use the filter to filter by your committee.
3. You will see all of the meetings for your committee.
4. Identify the meeting you want to enter. Click the edit button on the far right to open up the meeting page.

Filter Search

IRB Committee

IRB 02

Search → Reset Filters

Search Results

Date/Time	Location	# of full board reviews	# expedited reviews	Status	Committee	My attendance
12/18/2025 11:45 AM	Zoom	3	0	Scheduled	IRB 02	In Person
11/10/2025 8:53 AM	Zoom	0	0	Scheduled	IRB 02	Remote

Meeting Information Panel

5. In the meeting page, you will find details about the meeting under Meeting Information, including:

- a. Start Date/Time
- b. End Time
- c. Location

Meeting Attendance Panel

6. You will also see a list of attendees for the meeting within the Meeting Attendance panel. You may update your attendance in this section as well.

Protocols to be Reviewed Panel

7. Under the Protocols to be Reviewed Panel, you find a list of submissions that have been placed on the agenda.

- a. Clicking on the protocol number will open up the protocol.
- b. Clicking the edit button will bring up the Protocol Details page.
 - i. The Protocol Details page includes details about the protocol, including who is assigned to review the submission, and notes to members.

Protocols to be Reviewed

Add Protocol

collapse rows expand rows

Protocol #	PI	Title	Agenda/Minute Section	Action Date	Review Area	Motion	Tally	Action
22-0002 (850516)	John Y Lee (leejohn2)	Intraoperative Molecular Imaging of Central Nervous System Tumors Using Same Day Second Window Imaging with Indocyanine Green (TumorGlow - CNS)	Protocol Amendments		Amendment - N/A - 10/24/2025 12:00 AM		0 For 0 Against 0 Abstain 0 Recused 0 Absent	
25-1907 (859642)	Adam Cukier (cukiera)	A Phase 3, Open-label, Multicenter Continuation Trial to Evaluate the Long-term Safety and Efficacy of Mezagatamab Subcutaneous Injection in Adults with Chronic Primary Immune Thrombocytopenia	Initial Reviews				0 For 0 Against 0 Abstain 0 Recused 0 Absent	
25-2067	John Plastaras (plastarj)	Test - to add relying site for testing	Protocol Deviations	11/13/2025	Protocol Deviation - Full board - 11/12/2025 - 1		0 For 0 Against 0 Abstain 0 Recused 0 Absent	

Home > eIRB Protocol Details Page

Protocol Details For Review

Agenda/Minute Section* Protocol Amendments x -

Action Date

Area of Review Amendment - Full board - 10/24/2025 12:00 AM x

Protocol number 22-0002 (850516)

Title: Intraoperative Molecular Imaging of Central Nervous System Tumors Using Same Day Second Window Imaging with Indocyanine Green (TumorGlow - CNS)

Project Overview: The purpose of this study is to measure tumor near infrared signal with the standard dose of indocyanine green (ICG) and same day imaging of brain tumors in patients with suspected resectable nervous system tumors.

PI: John Y Lee (leejohn2) - Dept: NY-Neurosurgery

Submission #: #17.1

IND #:

IDE #:

Vulnerable Populations: None of the above

sIRB Status: No

Relying Sites

Reviewers: Andrew Fesnak (fesnak) : Primary

IRB Approval End Date: 10/22/2026

Study team assesses as greater than minimal risk yes

Funding:

Notes to Members

Meeting Documents Panel

8. You can find the full agenda under Meeting Agenda within the Meeting Documents Panel. Click to download the PDF.
9. You can find prior month's minutes under Meeting Minutes.
10. Member trainings will be uploaded under Other Documents.

Meeting Correspondence

11. The meeting correspondence panel will include the emails sent by the IRB Administrator to the members, including the agenda distribution email. You may view or download the email, if already distributed.

Reviewing your Assignment

1. From the tasks menu, click on the task message to open the protocol.
2. First, navigate within the left side menu to the IRB reviewers panel. Review the details of your assignment.
3. Next, review your assignment
 - a. If the submission is an initial, you should review the protocol application and the attached documents.
 - b. If the submission includes an amendment (amendment or amendment + CR), go to the Requirements table to view the Submission History.
 - i. Look at the most recent submission that is assigned to you to get the submission details.
 - ii. The amendment form details will be in this section. **Click to eye icon under Requested Modifications column to view the modification form, and any updated summary of changes (as applicable).**
 - iii. If the compare button is visible, utilize it to see changes to the application. **NOTE: This will not work for the first submission of a**

migrated protocol.

Stage - Revision #	Created	Current Status	Status Date	Approval Date	Submission Review Type	Requested modifications	Notes
Amendment - revision #4.1 Viewing	11/14/2025 4:20 PM	Approved	11/14/2025 4:25 PM		Expedited	Research Team	Test
Amendment - revision #3.1	11/14/2025 3:58 PM	Approved	11/14/2025 4:01 PM		Expedited	Research Team	Change sIRB Contact
Amendment - revision #2.1	11/13/2025 8:32 AM	Approved	11/14/2025 3:56 PM	11/14/2025	Expedited	Recruitment Procedures or Materials	Test

- c. If the submission includes a continuing review (continuing review or amendment + CR), **review the continuing review panel**, and any documents provided with the continuing review.

Continuing Review

I. Project Status

1. Expected End Date of Research

2. Current research procedures involve*

- Recruiting participants
- Providing research intervention(s)
- Ongoing data collection
- Ongoing analysis of identifiable data
- Accessing follow-up clinical data from procedures that subjects would undergo as part of clinical care.

II. Project Summary

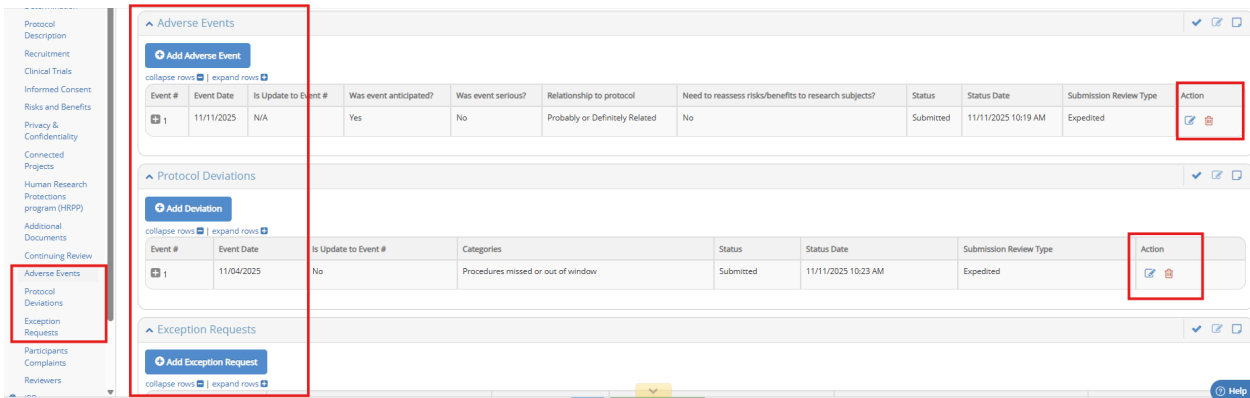
1. Brief summary of the progress of the research to date*

We have recruited 10 people. There have been no issues with recruitment

2. Are any of the research procedures or conditions no longer active, i.e., have portions of the study been completed?*

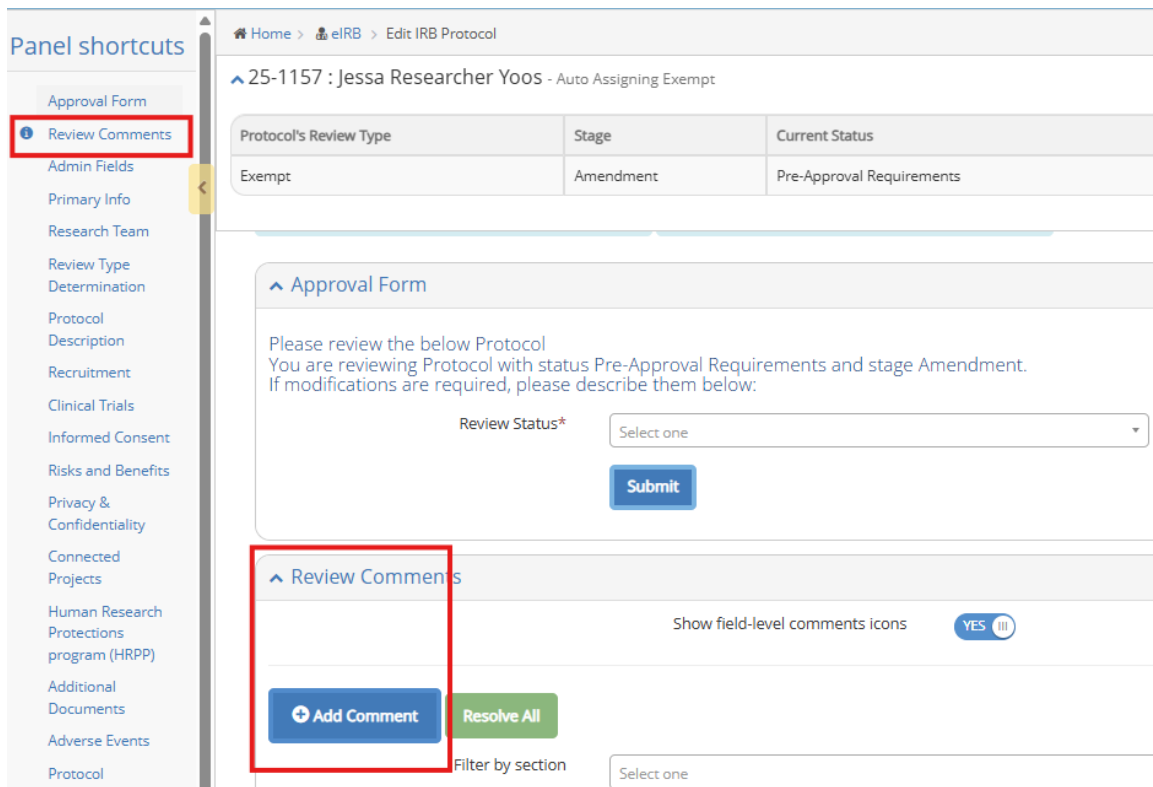
Yes No

- d. If the submission includes a deviation, exception, or reportable event navigate within the left hand menu to the appropriate panel and review the submission and any documents provided with the submission.
- i. You must click the Edit button under the Action column to see the full details of the submission.



Adding Comments

As you are reviewing the application, you may want to add stipulations and/or recommendations. General comments may be added in the Comments panel. To add a General Comment (e.g., uploaded document stipulations), use the left hand menu to navigate to the Review Comments panel.



Under type, a member may select Required Change for stipulated changes or Suggested Change for Recommendations. See screenshot below.

You should add a General Comment to Upload your worksheet and/or tracked documents in the attachments field, and add any review comments to the Comment box.

You may select Determination notes as the Type of comment in this case.

The image shows a dropdown menu for the 'Type*' field. The menu is open, displaying several options. Two options, 'Required Change' and 'Determination Notes', are highlighted with red rectangular boxes. The other options are 'Suggested Change', 'Question/Clarification', 'General Note', and 'Modifications Required'. The dropdown is positioned over a form that also includes 'Privacy*' and 'Comment*' fields.

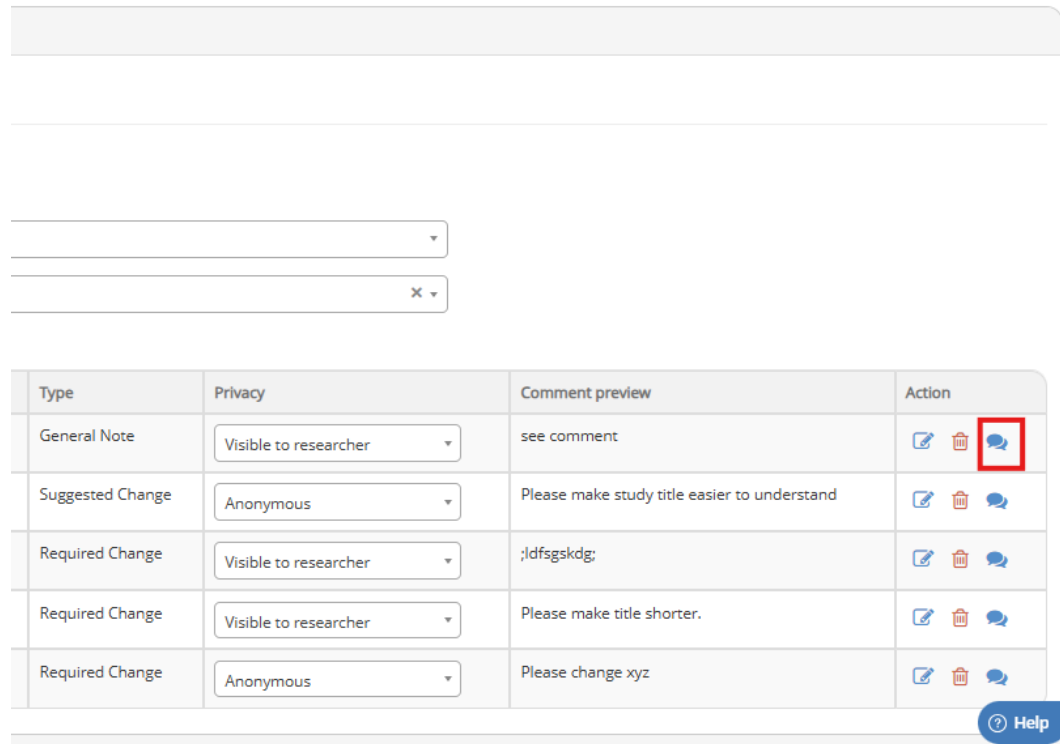
Convened Board Members’ comments are defaulted to “Internal” unless the person has other permissions in eIRB such as IRB Directors. The research team cannot see these comments unless they are set to “Visible to researcher” or “Anonymous.” The IRB staff will release comments after the IRB meeting.

After completing the comment, click Save. The comment will be saved to the Review Comments panel.
















The image shows the 'Add Comment' form. The 'Section' is set to 'General'. The 'Type*' dropdown is set to 'Internal'. The 'Privacy*' dropdown is set to 'Internal'. The 'Comment*' field is empty. The 'Search Review Comment Library' and 'Filter Review Comment Library' fields are also empty. The 'Save as predefined review comment' checkbox is unchecked. The 'Attachments' field is empty. The 'Cancel' and 'Save' buttons are visible at the bottom right.

Conversations on Comments

The “Action” conversation icon button on the right of a comment can be used by the study team to chat with the assigned IRB staff about the stipulated /recommended changes. This will send a notification to the IRB staff that states: “A new message has been posted to review comment # $\{commentId\}$ in: $\{recordNum\}$. Please log into eIRB to review the comment and respond.” An email is configured to alert the assigned IRB staff when a chat is ongoing. This cannot be overridden. The conversation will also turn red if the comment is unread.



The screenshot shows a user interface with two input fields at the top, followed by a table of comments. The table has four columns: Type, Privacy, Comment preview, and Action. The 'Action' column contains three icons: a pencil (edit), a trash can (delete), and a speech bubble (chat). The chat icon for the first row is highlighted with a red box. A 'Help' button is visible in the bottom right corner of the table area.

Type	Privacy	Comment preview	Action
General Note	Visible to researcher	see comment	  
Suggested Change	Anonymous	Please make study title easier to understand	  
Required Change	Visible to researcher	;ldfsgskdg;	  
Required Change	Visible to researcher	Please make title shorter.	  
Required Change	Anonymous	Please change xyz	  

If the comment was made by a member reviewer, that member will also receive a notification when a study team member chats on a comment. However, members have the option of turning this off in their member profile.

Member Determination

When you are finished with your review, you should complete the Approval Form **prior to the meeting** to document your recommendation. **It is recommended that you do this last, after you have uploaded your worksheet in the comments, and as applicable added other comments.**

This will ONLY document the member review for the IRB staff screener. It will not change the status of the submission. Once this is complete, the system will send a notification and email to the IRB staff screener with the following message: “Member completed their review for IRB protocol $\{recordNum\}$ undergoing $\{IRB_reviewType\}$ review. For exempt,

expedited, and reliance reviews, please complete processing of the submission (data entry, stamping informed consent (as applicable), and letter generation).” The email cannot be overridden.

Convened Reviews

Recommending Approval

If recommending approval, select Approval. Click Submit.

^ Approval Form

Please review the below Protocol
You are reviewing Protocol with status Approved and stage Amendment.
If modifications are required, please describe them below:

Review Status*

Initials JY

Not Recommending Full Approval

If recommending withheld, tabled, or a conditional approval determination at a meeting, select “Modifications needed for Convened Review” under Review Status, and indicate your recommendation in the details.

^ Approval Form

Please review the below Protocol
You are reviewing Protocol with status Approved and stage Amendment.
If modifications are required, please describe them below:

Review Status*

Initials JY

Details*

Expedited /Exempt/Administrative Reviews (For Chairs and IRB Directors only)

Recommending Approval

If recommending approval, select Approval. Click Submit.

Approval Form

Please review the below Protocol
 You are reviewing Protocol with status Approved and stage Amendment.
 If modifications are required, please describe them below:

Review Status*

Initials JY

Not Recommending Full Approval

If requesting changes, the Director or Chair should select “Modifications needed for Member Review”.

Approval Form

Please review the below Protocol
 You are reviewing Protocol with status Approved and stage Amendment.
 If modifications are required, please describe them below:

Review Status*

Initials JY

Details*

Referring to Convened Meeting

If the submission needs to be assigned to a meeting agenda review due to not qualifying for expedited/exempt review or some other reason, the Director or Chair may refer the submission to convened review in this form by selecting Referred to Convened Meeting. This is information for the IRB staff assigned to the submission.

^ Approval Form

Please review the below Protocol
You are reviewing Protocol with status Pre-Approval Requirements and stage Amendment.
If modifications are required, please describe them below:

Review Status*

Select one

Modifications Needed for Admin Review

Modifications Needed for Member Review

Modifications Needed for Convened Review

Referred to Convened Meeting

Approved

^ Review Comments

Once the approval form is complete, the IRB member review documentation is complete.