Hazard Safety
IBC Reviewer Manual

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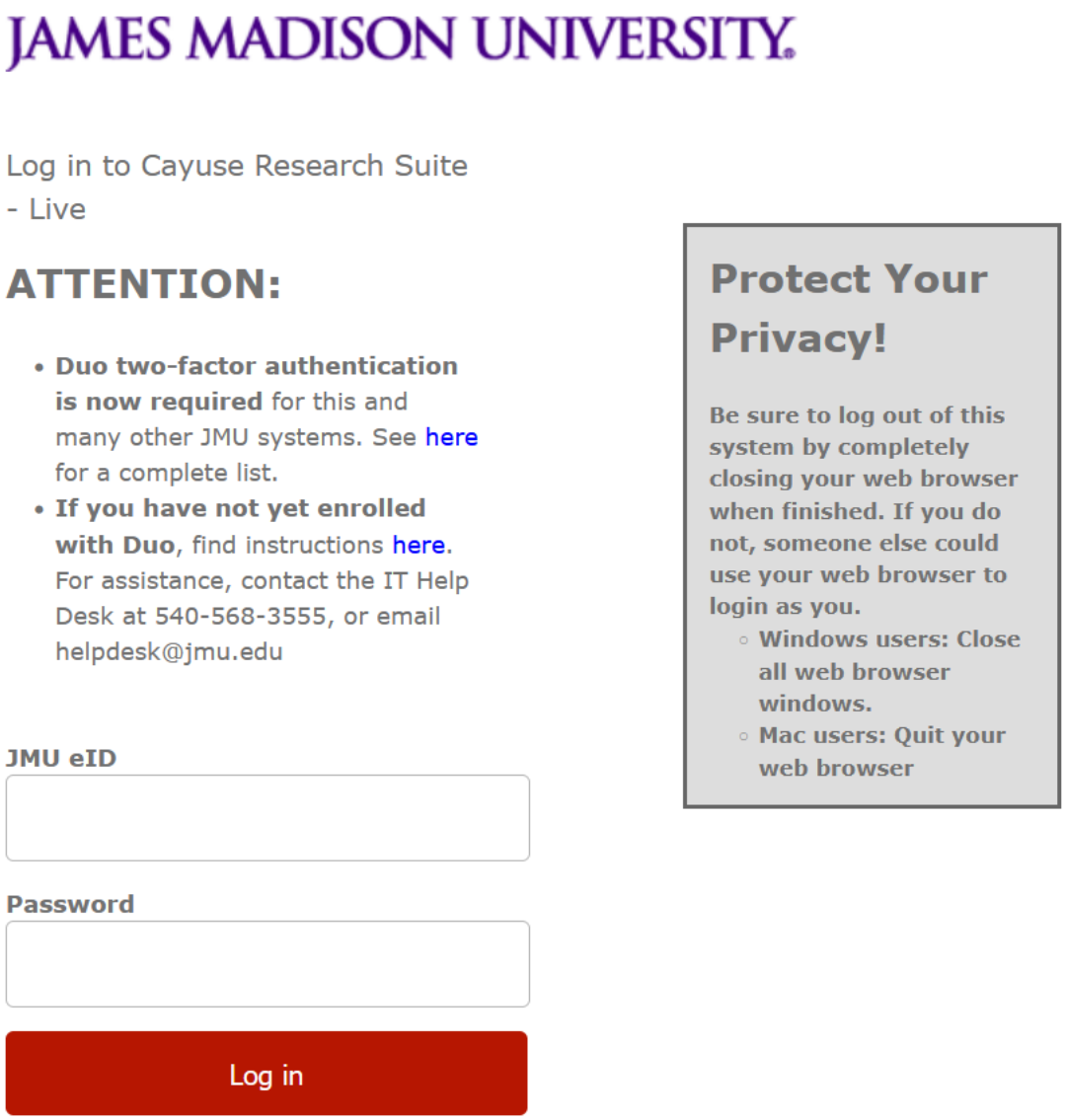
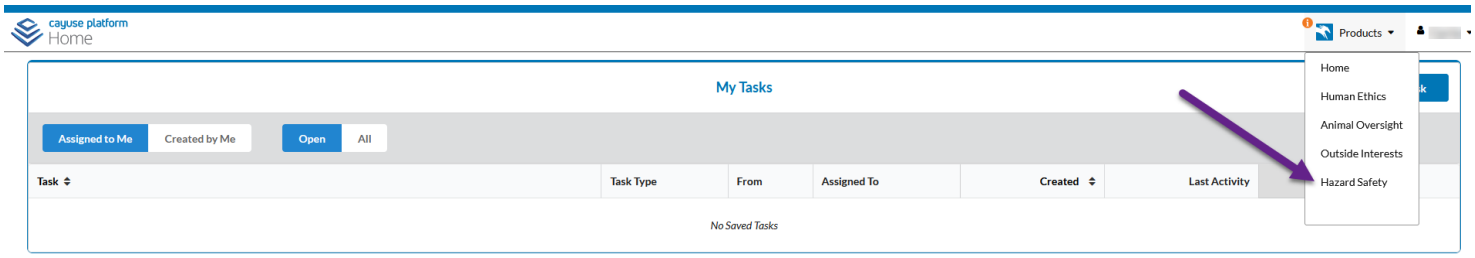
Accessing Cayuse

To access Cayuse, go to: https://jmu.app.cayuse.com/

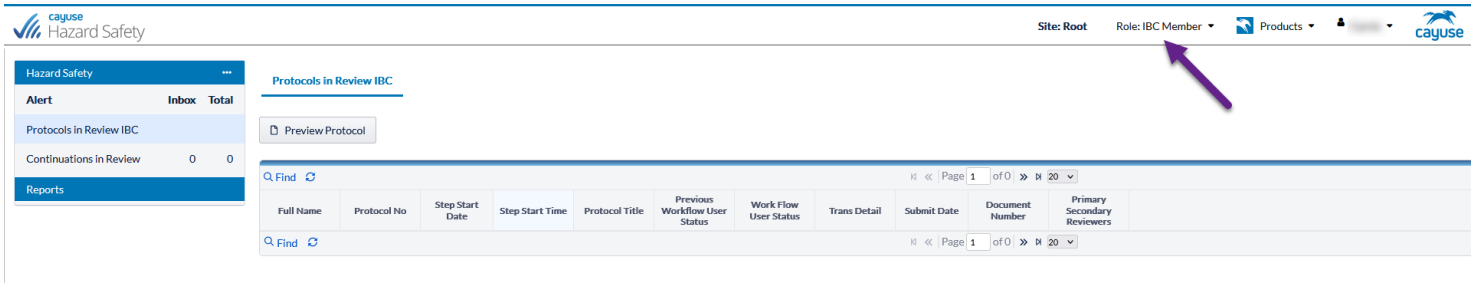
It will redirect you to Duo:



You will be brought to the My Tasks dashboard. Under "**Products**," click on "**Hazard Safety"**:

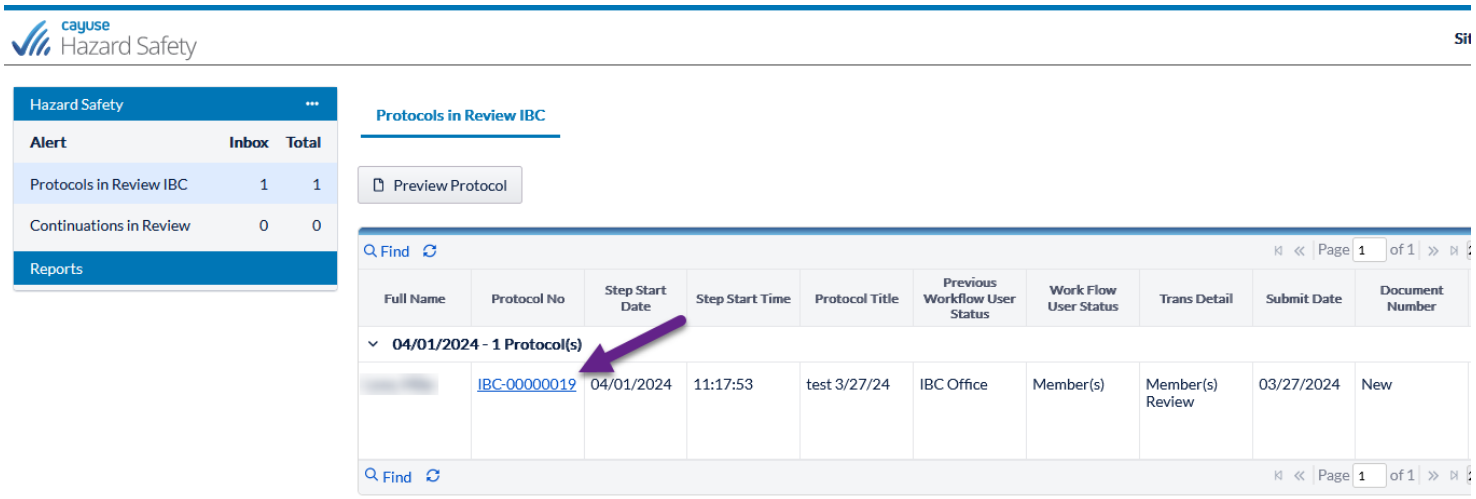


Verify that your dashboard is correct. You may need to select "**Role**" then "**IBC Member**."



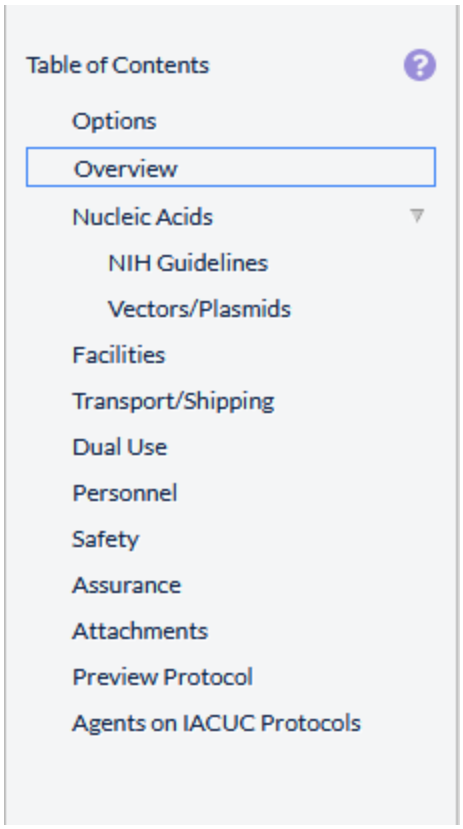
Reviewing a Protocol

Click on the protocol number to begin your review.



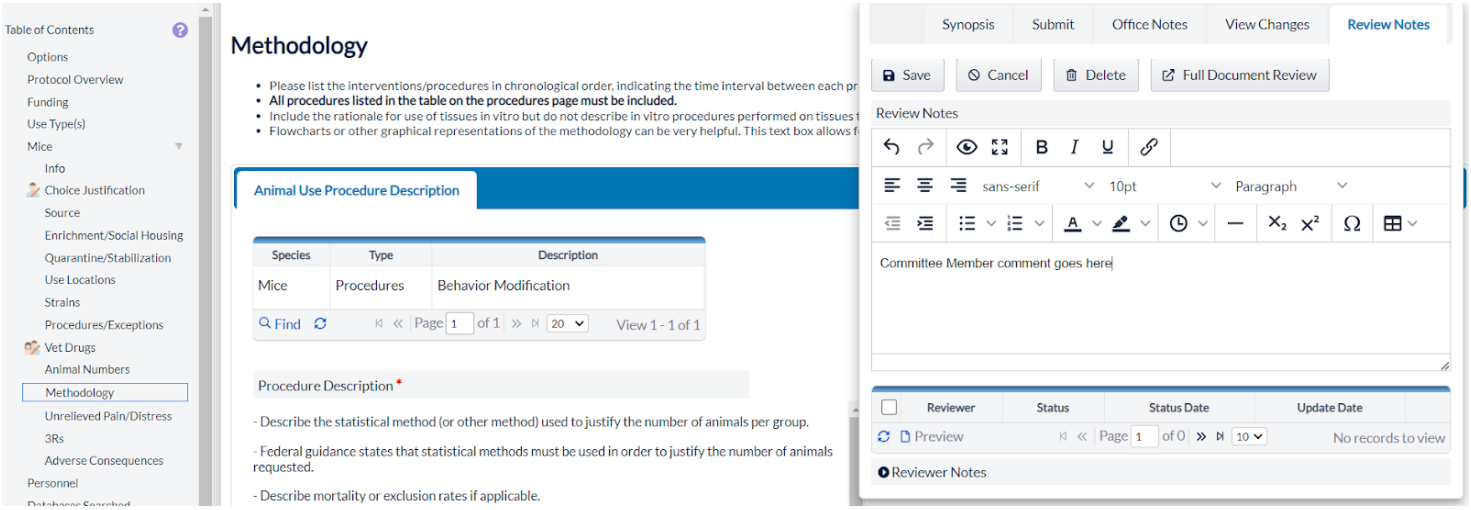
Navigating the Protocol and Adding Comments

1. Use the Table of Contents (TOC) on the side bar to jump from page to page by clicking on the page title.

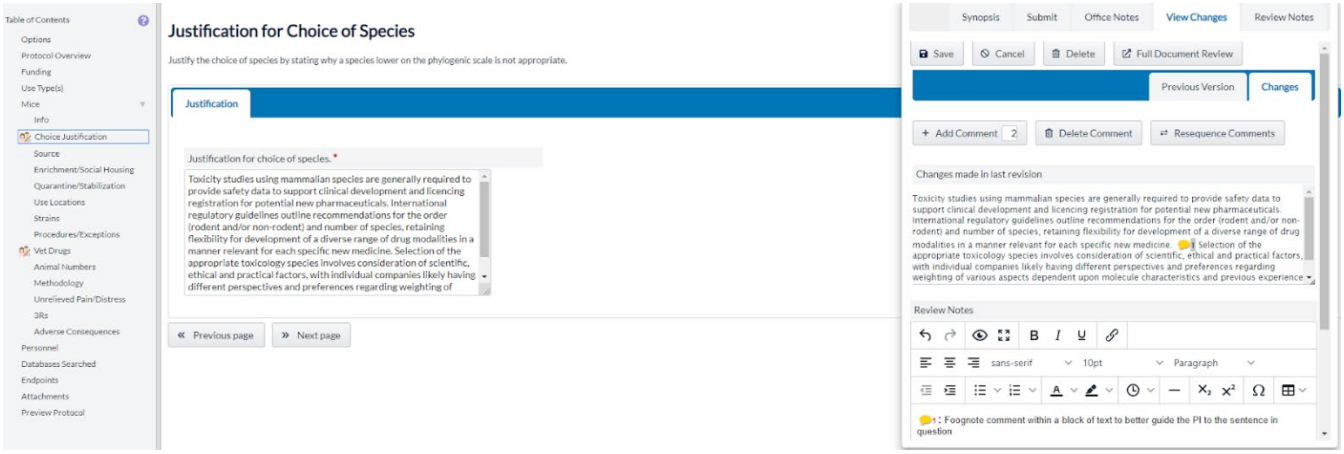


2. Use the previous or next buttons at the bottom of the page to navigate through the protocol form.

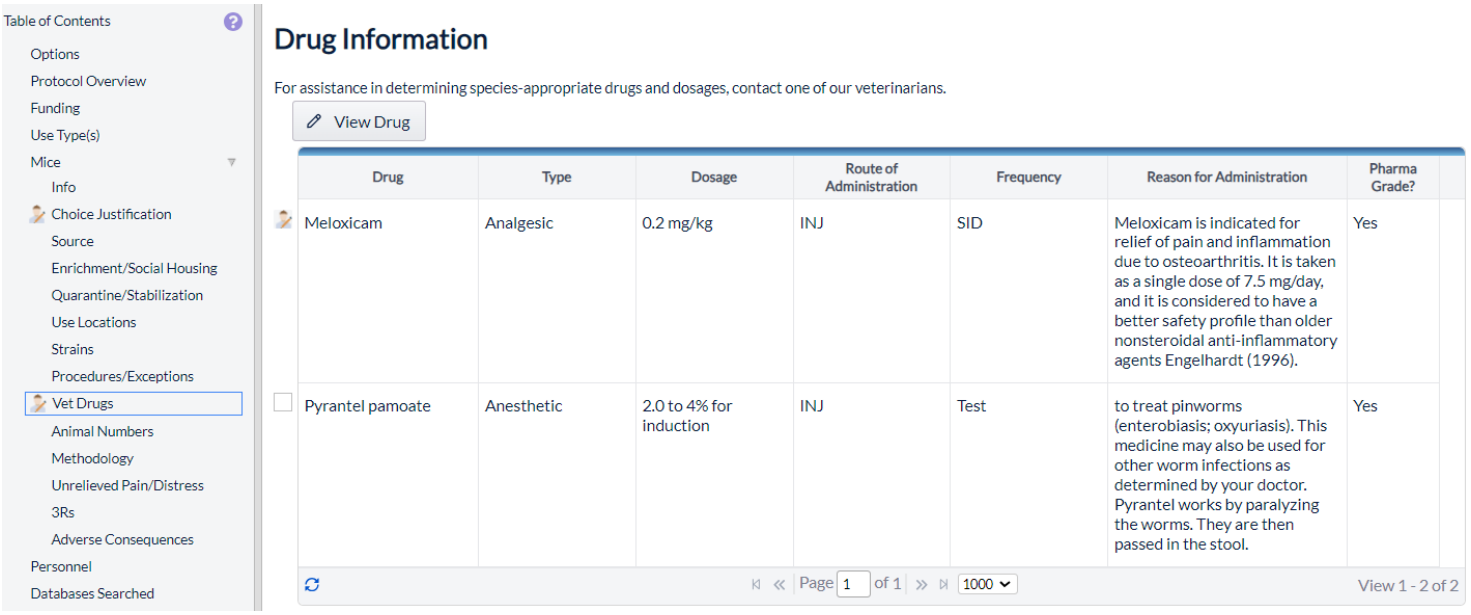
3. Click on the "**Review Notes**" tab to expand the toolbox. To leave a note at the **page level**, type the comment in the Reviewer Notes box and click Save.



5. To leave a reviewer comment within a **specific text response**, click the response. The text will display in the review toolbox. Click +Add Comment and then click the text to add a footnote. Then add the comment in the Reviewer Notes box below. Click Save.



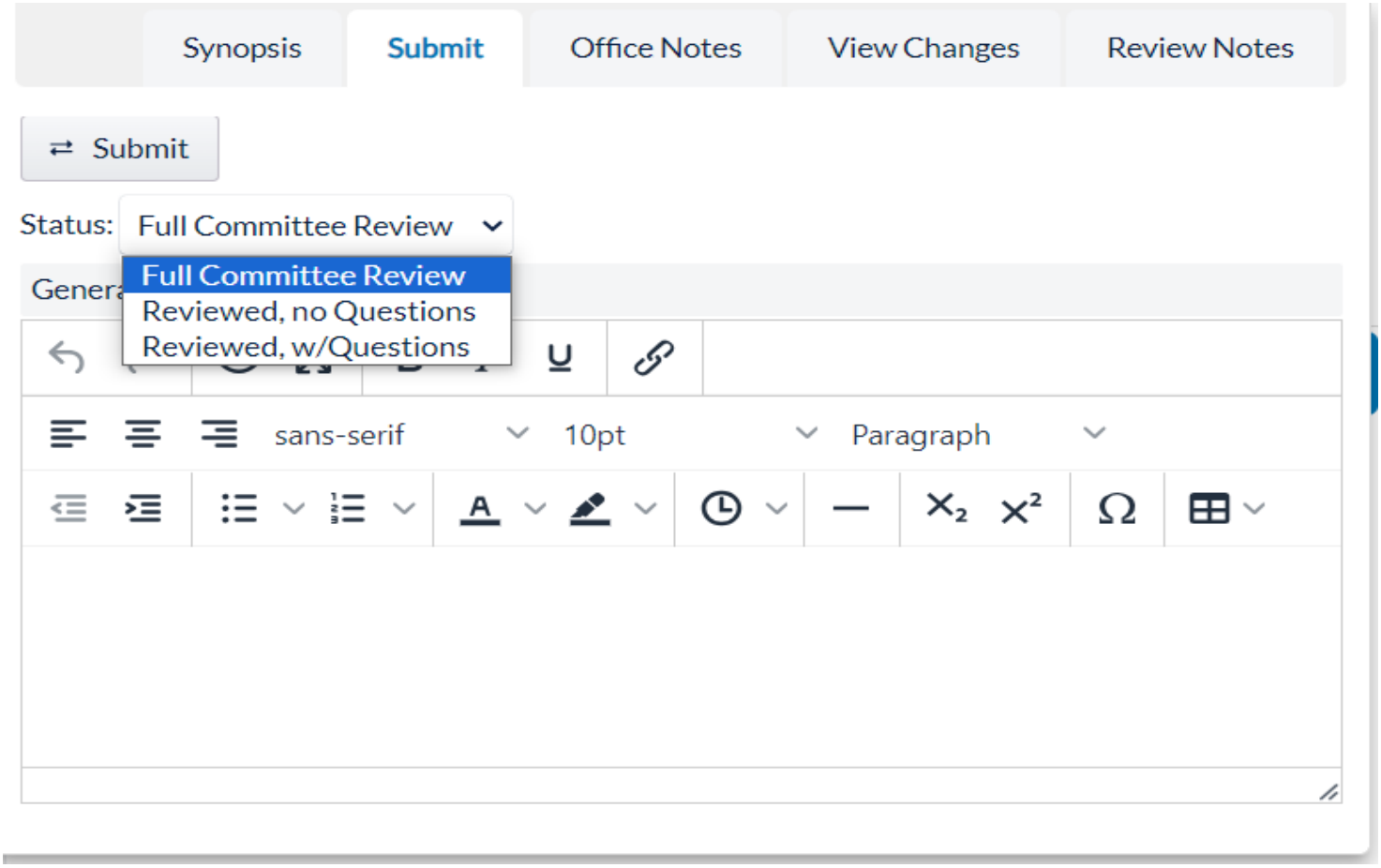
6. To add a comment on an item in a **grid** (e.g. Drug Information, Personnel, etc.), click the entry to highlight it and then click View. Expand the Reviewer toolbox and add the comment. Click Save. After a reviewer comment is saved, a Reviewer Icon will display by the item needing revision.



Submitting the Review

1. Click on the Submit tab and select a status.

    - Full Committee Review – the IBC Office will be notified to add the item to the agenda
    - Reviewed, no Questions – the review was completed without any questions for the PI
    - Reviewed, w/Questions – the IBC Office will be notified that questions were entered for the PI

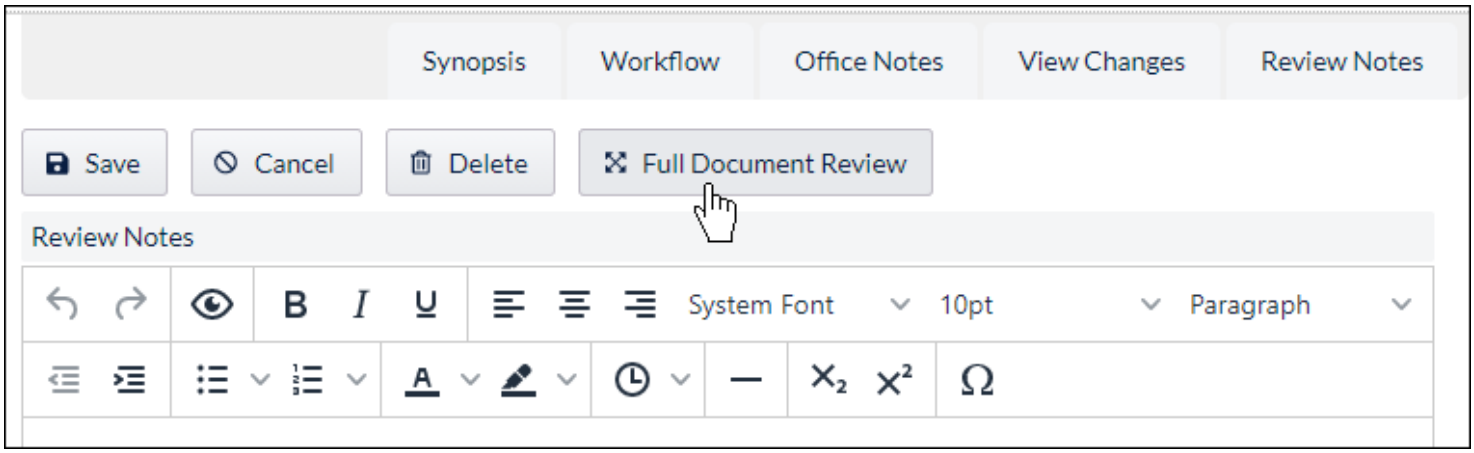


2. Use the General Notes text box to document your review decision.
    1. Designated Member Review – Log your decision (Modifications Required, FCR or Approved)
    2. Full Committee Review – provide your review summary and recommendation to the committee

3. Click Submit to return the protocol to the office. Once submitted, the protocol will disappear from your alerts.

Using Full Document Review in Hazard Safety

The Full Document Review (FDR) allows the reviewer to view the entire protocol at once. While in review mode, click on the Full Document Review button found in the Review Pane.



A new window will open the full document review:

- Multiple reviewers can use the FDR feature simultaneously.
- As reviewer's comments are saved on the FDR, reviewers can see these comments via the protocol. In other words, all comments made via Full Document Review are synchronously available to view via the protocol review.
- As reviewer's comments are saved on the protocol, reviewers using the Full Document Review feature can view them by refreshing the page.
- Icons display indicating where revisions and updates have been made.
- Footnotes can only be used in the protocol, not in Full Document Review.

Document Layout

Full Document Review will open to the Table of Contents.

PI :	Principal, Penny
Protocol #	00001033
Status :	Pending
Approved :	07/31/2019
Expires :	07/31/2022
Title :	SYNTHETIC GENE CIRCUITS FOR MONITORING T-CELL EXHAUSTION

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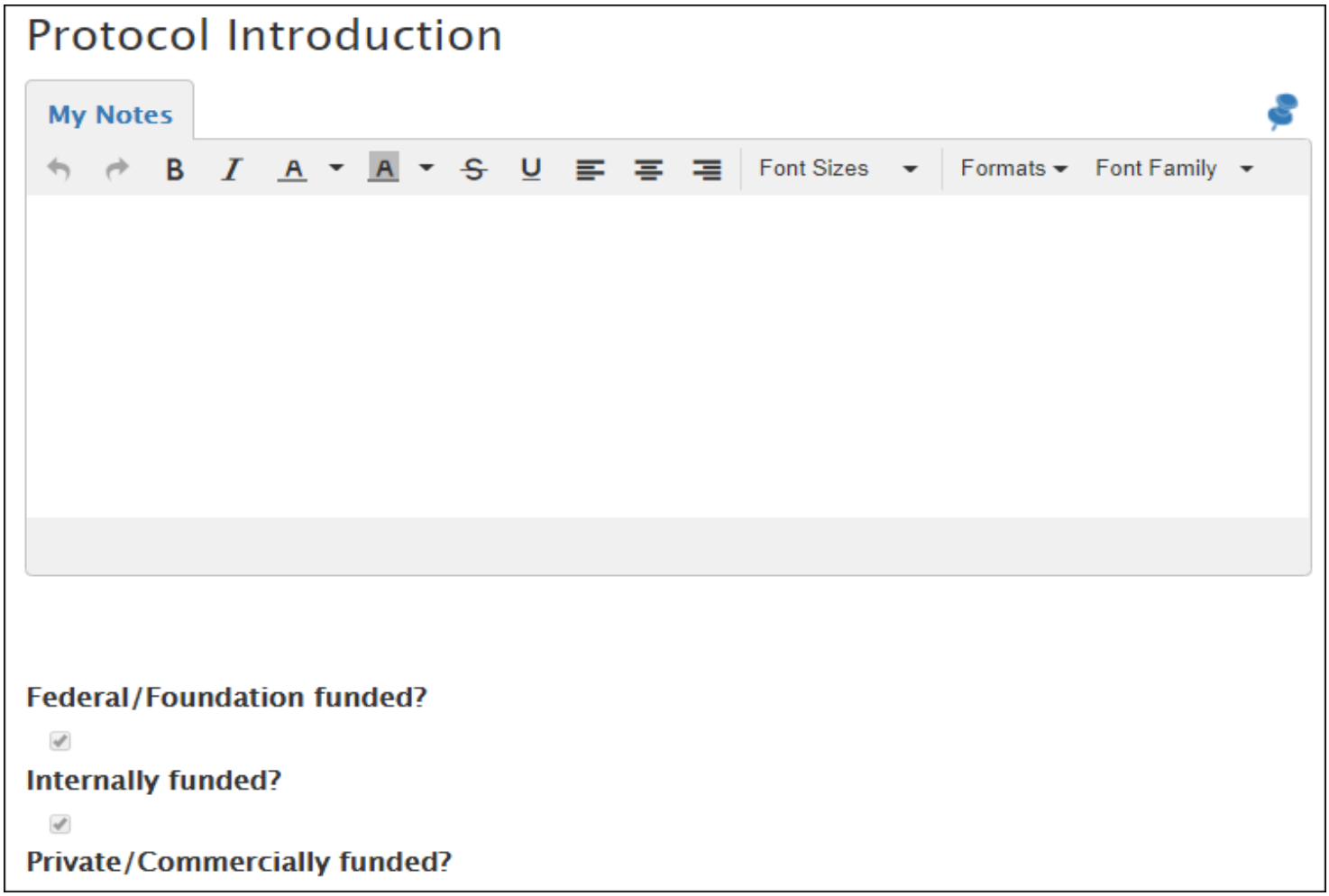
Enter review notes in the My Notes area within every section.



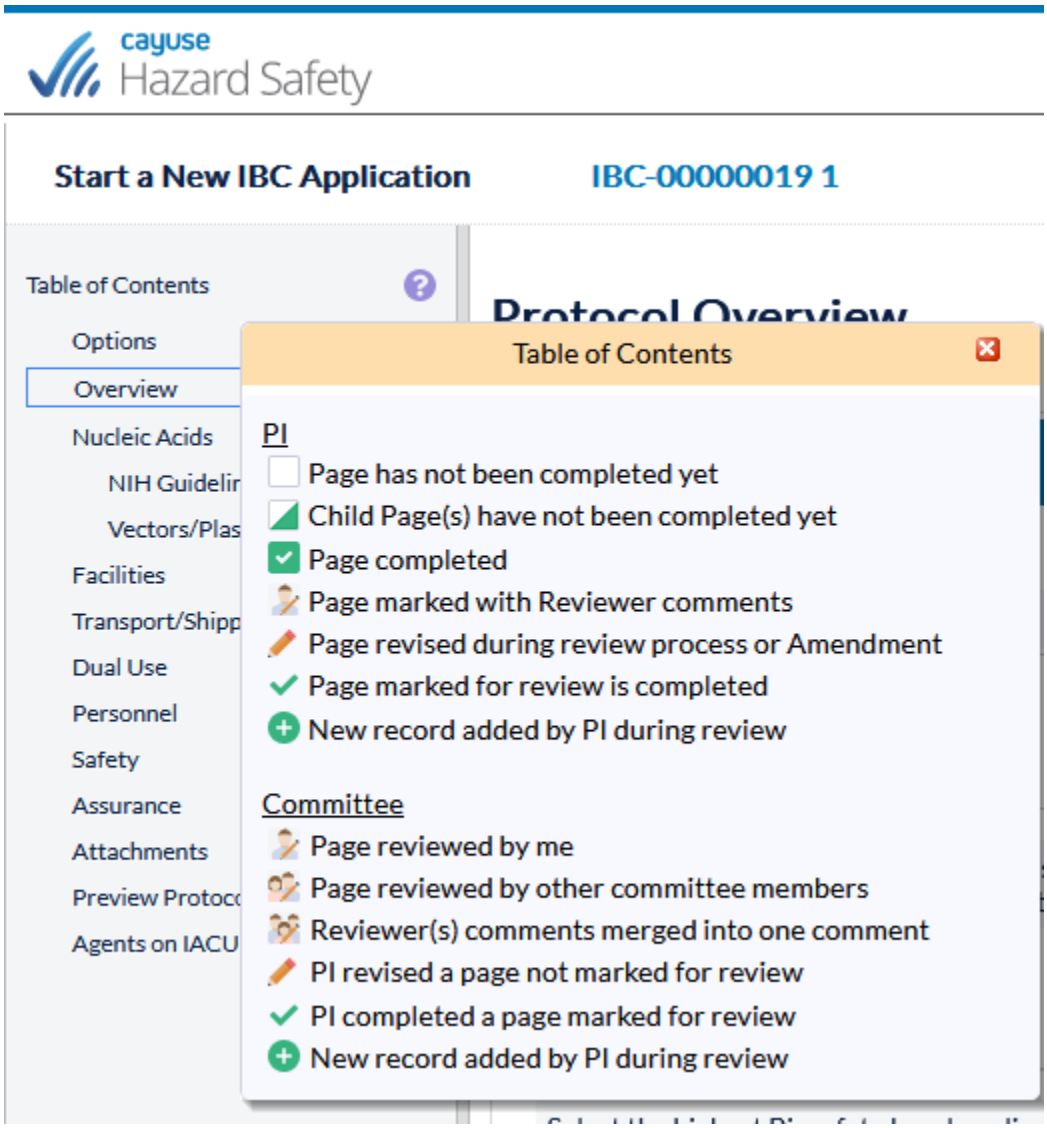
Reviewer notes are automatically saved. The pin icon is used to pin the note to the top of the document. These icons allow the user to view and write on the review section as they scroll through the document.

As different reviewers enter their review notes, the notes display in the Reviewer's Notes tab.

Review Icons

- **One head:** Page has only been reviewed by you.
- **Two heads:** Page has been reviewed by other committee members.
- **Three heads:** Reviewer's comments have been merged by IACUC coordinator into one comment.
- **Pencil:** PI has revised a page which was not marked for review.
- **Check mark:** PI has completed a page marked for his review.
- **New record:** PI added a new record to a multi-grid page during review.

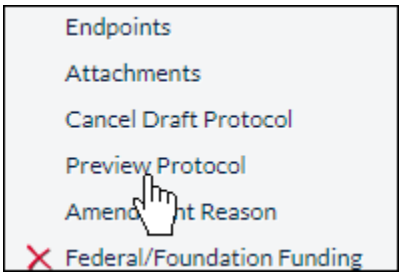
Hover over the purple question mark in the Table of Contents any time you need to remember what each review icon means.



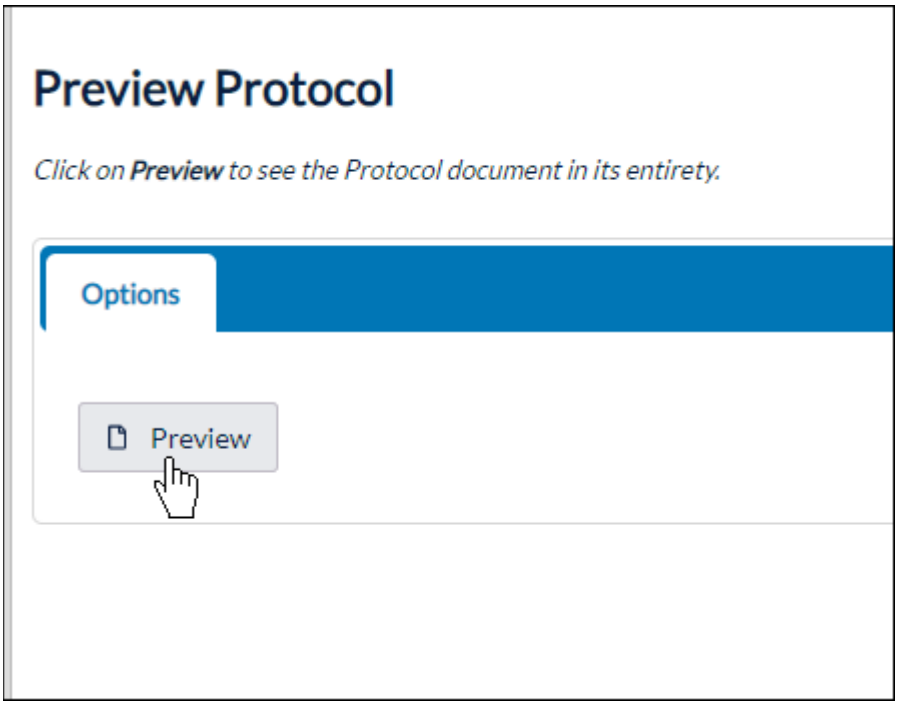
Comparing Protocol Versions in Hazard Safety

If you'd like to compare versions of a protocol side-by-side, you can do this within a revised protocol.

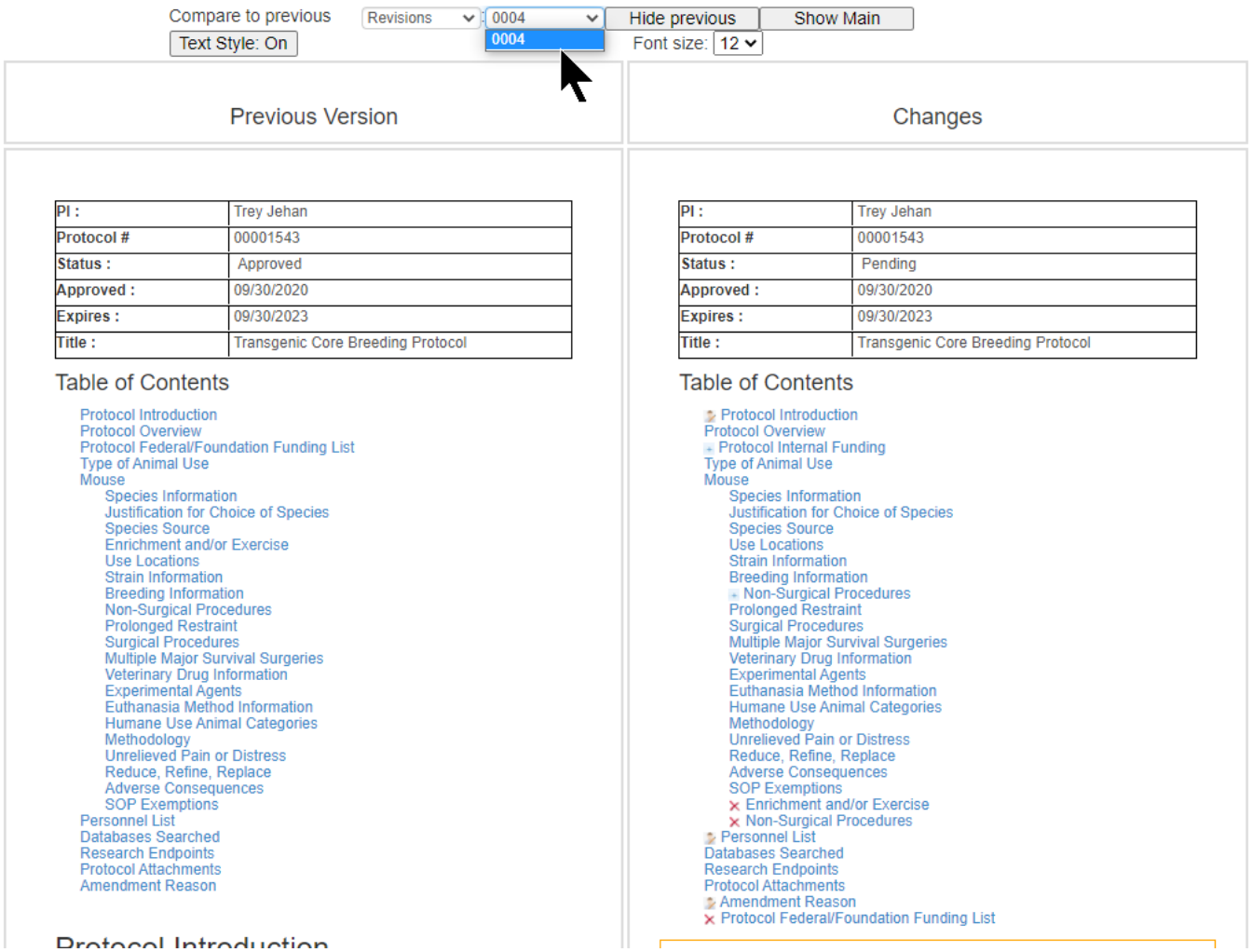
1. In the Table of Contents, click on **Preview Protocol**.



2. Beneath Options, click on **Preview**.



3. A new window will pop up containing the protocol. At the top of the protocol, use the **Compare to previous** drop-down menu to choose the two versions to compare.



A side-by-side view of the previous version and changes will populate. Sections that have been changed will be bordered by orange, and specific changed will be highlighted red and green.