

Committee Review of Safety Protocols

Quick Reference Guide – Weill Research Gateway



This document is intended for: **IBC, and RSC Board Members**

Trigger for Committee Review of protocols

You may be chosen for an initial Member Review of a protocol, which serves as a pre-review in advance of the monthly Committee Review. You will receive both an email in your inbox as well as a WRG Action Item if you need to pre-review an item in advance of the meeting.

Conduct an initial Member Review of a protocol

- Click the **WRG Action Item** which would have the subject 'Review Assignment...'
- Click the blue **Laboratory Safety Registration** link under Form/Document.
- Review the responses on the protocol.
 - You can click the **Pencil icon** next to a particular question to offer feedback for discussion at the full Committee meeting.
 - Click the **Comments Panel** button at the top of the protocol to view an aggregated list of your comments.
 - Note that you cannot edit or add comments to the PDF version.
- After completing your review and adding comments, click the **Save** button, followed by the **Close** button.
- Back on the Action Item, click the **Review Status dropdown** menu select **OK As Is**.
 - You should select *Action Required* if you think changes are needed to the proposal. This response should also correspond with the following Reviewer Determination.
- Under Finalize Task / Assignment, click the **Reviewer Determination**(recommendation) dropdown and make a selection.
 - This should correspond with the previous response. If you selected *OK As Is* above, you should select *Passes Review* here. If you selected *Action Required* above, you should select *Changes Required* here.
- Optionally, you can add any Provisions or Comments in the corresponding fields below. These will show up for discussion when the protocol is reviewed by the full committee.
- Click the **I am done** button at the top of the screen.
 - This will notify the EHS Regulatory Coordinator that your initial Member Review is complete.

What happens next?

Your Member Review will be forwarded to EHS who will add your reviewed protocol to the meeting agenda for discussion during Full Committee review.