
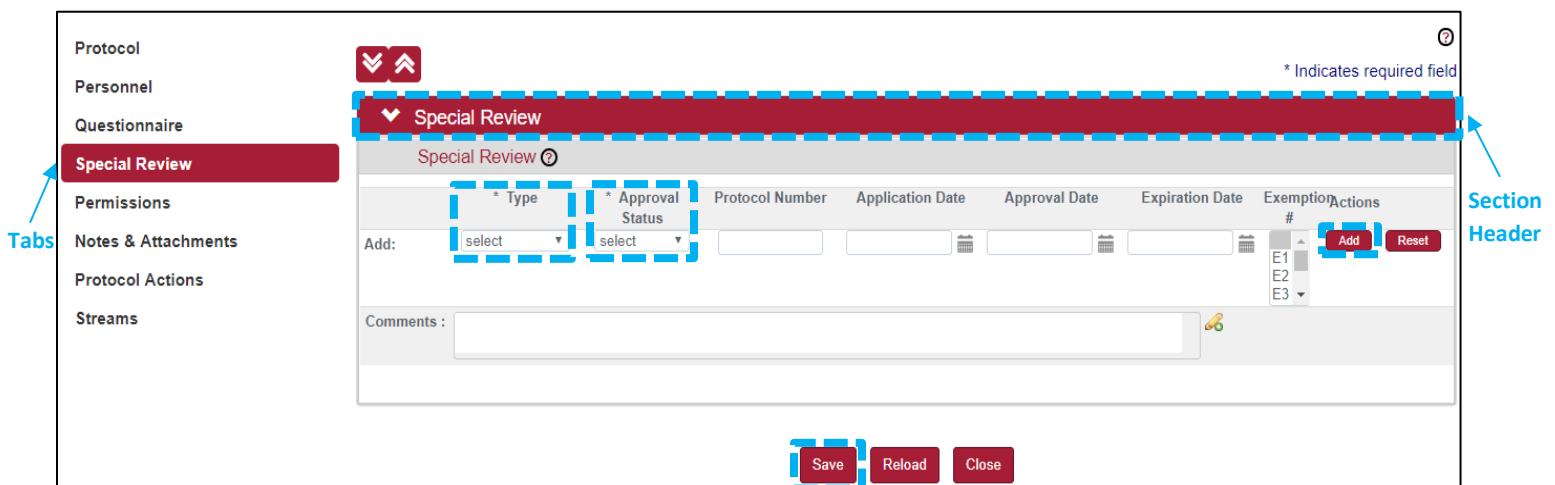


IRB: UPDATING THE SPECIAL REVIEW TAB (FOR PROTOCOLS)

The Special Review Tab (for protocols) is designed to record other special reviews linked to your IRB protocol. For example, your IRB protocol may also be linked to biosafety, animal research (IACUC), foreign travel, etc.

If you do not have additional special reviews linked to this protocol, leave this section blank.

- 1) Click the **Special Review Tab**.
- 2) Click the **Special Review section header** to expand the section.
- 3) Under **Type**, click the drop-down menu to select the additional special review that corresponds with your protocol.
- 4) Under **Approval Status**, click the drop-down menu to select the appropriate status of your additional special review.
 - a. Please DO NOT add 'Human Subjects IRB' as an additional special review to your IRB protocol.
- 5) Based on the approval status you selected, enter the additional Protocol Number, Application Date, Approval Date and Expiration Date if applicable. Comments are optional.
 - a. If you select Animal Usage (IACUC), the only approval status option is 'Not yet applied'.
- 6) Click the **Add** button  to add this information to the protocol.
- 7) Repeat the process for each additional special review linked to this protocol.
- 8) Click the **Save** button.



The screenshot shows the IRB system interface. On the left, a sidebar contains several tabs: Protocol, Personnel, Questionnaire, **Special Review** (highlighted), Permissions, Notes & Attachments, Protocol Actions, and Streams. The main content area is titled 'Special Review' and contains a form for adding a new special review. The form has a header 'Special Review' and a sub-header 'Special Review'. Below the header, there are several fields: '* Type' (a dropdown menu), '* Approval Status' (a dropdown menu), 'Protocol Number' (a text input), 'Application Date' (a date picker), 'Approval Date' (a date picker), 'Expiration Date' (a date picker), and 'Exemption #' (a dropdown menu with options E1, E2, E3). There are 'Add' and 'Reset' buttons to the right of the form. Below the form is a 'Comments' field. At the bottom of the page, there are 'Save', 'Reload', and 'Close' buttons. Annotations include a blue arrow pointing to the 'Special Review' tab in the sidebar, a blue dashed box around the 'Special Review' section header, and a blue arrow pointing to the 'Section Header' label.