

Making Decisions Using Expedited review procedures

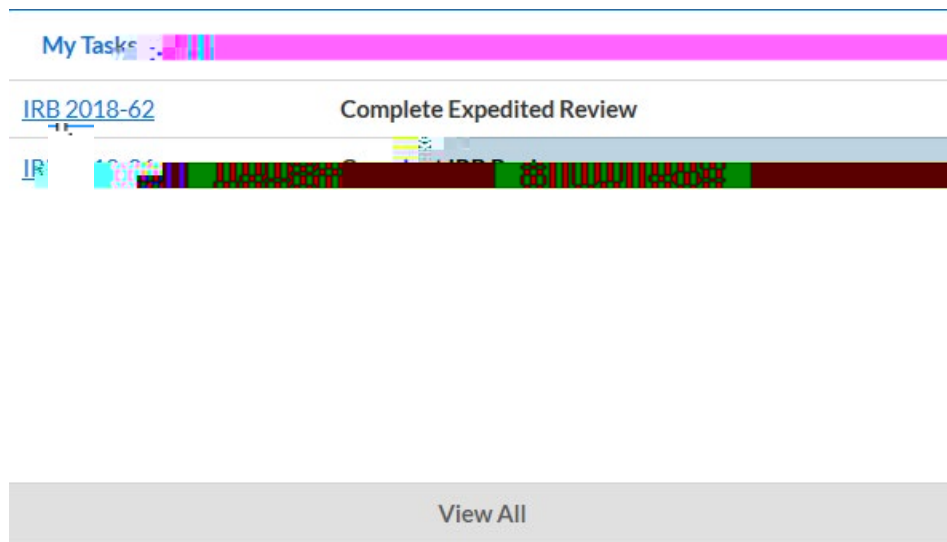
Purpose of this resource To show SHSU IRB members how to make decisions on IRB submissions using Expedited review procedures in Cayuse IRB.

Returning a Submission for Edits

When the reviewer is not satisfied that the PI has satisfactorily met [criteria for IRB approval](#) s/he can proceed with returning the submission back to the PI via the IRB Analyst through the following steps:

IRB Reviewer Dashboard

If you are a primary reviewer assigned to an Expedited IRB submission, you will see a task called Complete Expedited Review beneath My Tasks.



Commenting on a Submission

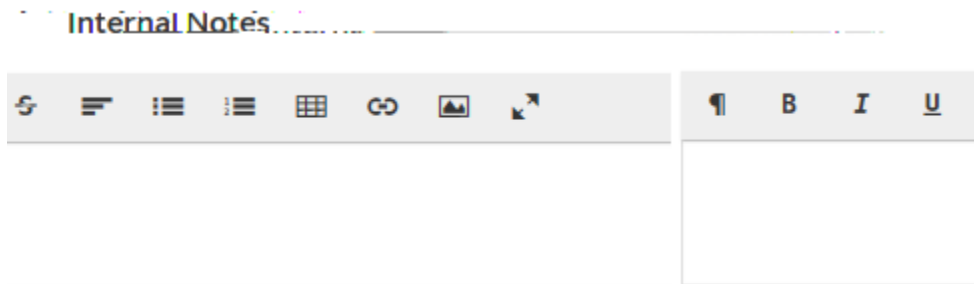
To leave a comment on a submission, click [+ Add Comment](#) beneath a submission question. Type up your comment and click Save Comment.

Once your comment is saved, you can [Edit](#) or [Reply](#)

Making a Decision


Once the review is complete, click Make Decision

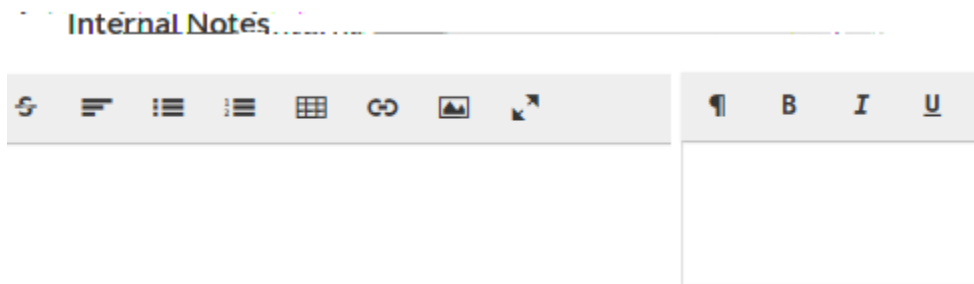
- Internal Notes: If a reviewer needs me to know anything about the review/decision, include those notes under Internal Notes section of the decision panel.



- Click Save on the decision panel
- Click Review Complete on the Submissions Details page

B. When you are ready to approve the protocol as written, do the following:

- Select Approve from the Decision dropdown list.
- Click the "Today" button to the right of the Result Date. 
- Select the appropriate Administrative Check Date, typically one year from the result date.
- Categories Select the applicable categories for this decision.
- Internal Notes: If a reviewer needs me to know anything about the review/decision, include those notes under Internal Notes section of the decision panel.



- Click Save on the decision panel
- Click Review Complete on the Submissions Details page