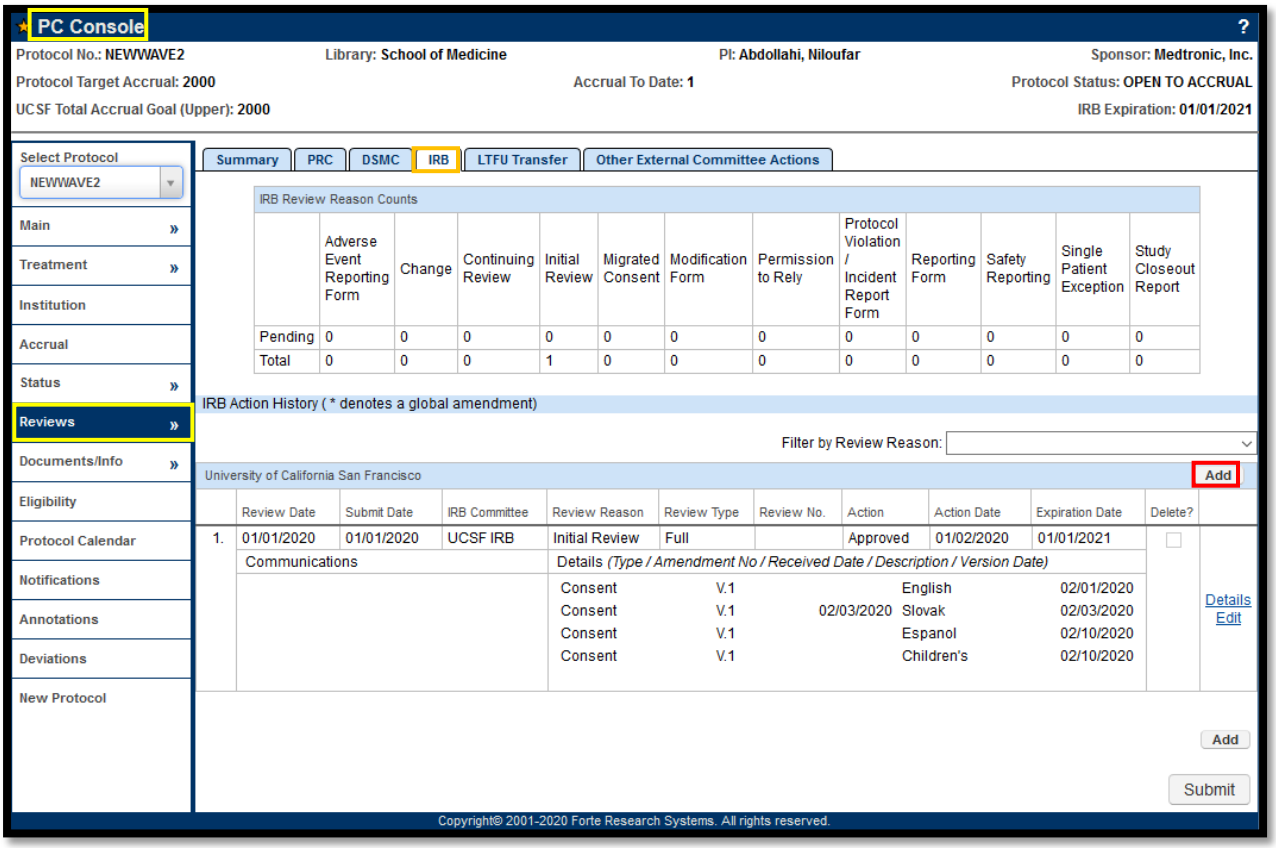
Document an IRB review at the Research Center

The following instructions show you how to record the Research Center's IRB information on the **PC Console > Reviews > IRB** tab.

NOTE: Affiliate IRB information (if the affiliate is using its own IRB for the protocol) is recorded on the Protocol Institution > IRB Reviews tab.

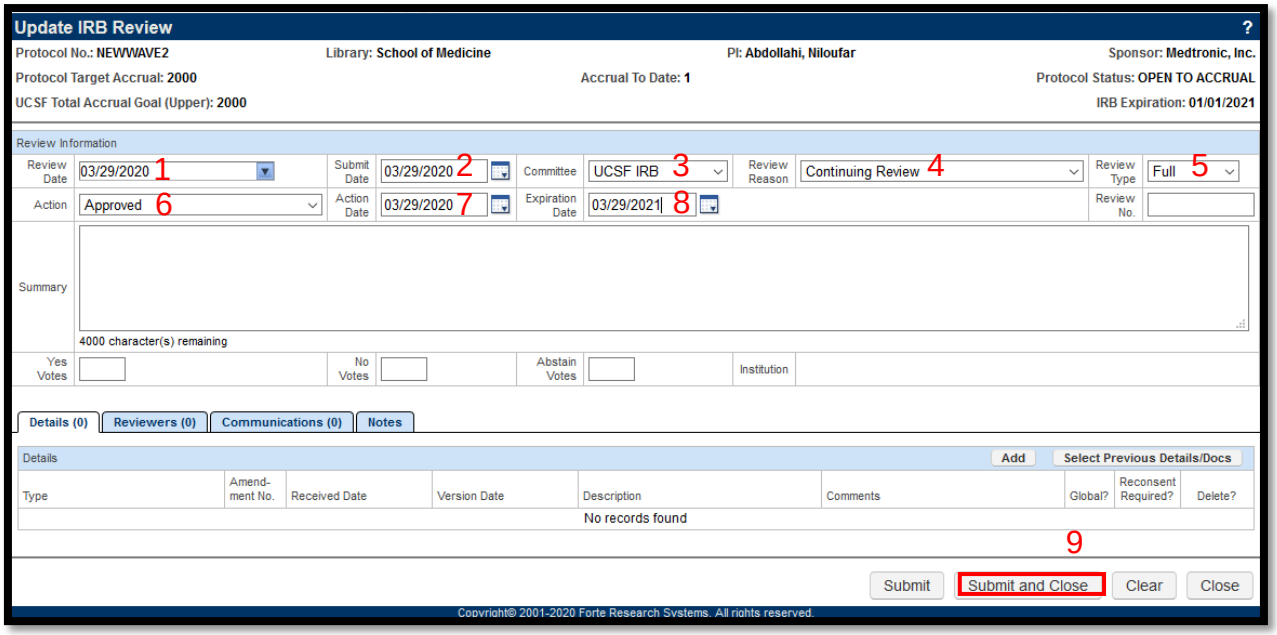
1. Navigate to **PC Console > Reviews > IRB**.

2. Click **Add**.



Now, fill in the following fields:

1. Enter a Meeting Date in the **Review Date** field, e.g. 03/29/2020. (Must be entered in MM/DD/YYYY format)
2. Enter a **Submit Date**: e.g. 03/29/2020
3. Choose the committee that reviewed this Protocol. For example: UCSF IRB
4. Enter the appropriate **Review Reason**
5. Enter the appropriate **Review Type**
6. Select appropriate **Action**
7. Enter the **Action Date**: e.g. 03/29/2020
8. Enter the **Expiration Date**: e.g. 03/29/2021
9. Click **Submit and Close**



10. Now the Review shows in the Reviews list