

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**.

The screenshot shows the PC Console interface for protocol NEWWAVE2. The IRB tab is selected, and the IRB Review Reason Counts table is displayed. The table shows counts for various review reasons, with a total of 1 Initial Review.

IRB Review Reason Counts												
	Adverse Event Reporting Form	Change	Continuing Review	Initial Review	Migrated Consent	Modification Form	Permission to Rely	Protocol Violation / Incident Report Form	Reporting Form	Safety Reporting	Single Patient Exception	Study Closeout Report
Pending	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	0	0	0	0	0	0	0

Below the table, the IRB Action History section shows a table with columns: Review Date, Submit Date, IRB Committee, Review Reason, Review Type, Review No., Action, Action Date, Expiration Date, and Delete?. The first entry is for 01/01/2020, submitted to UCSF IRB, with an Initial Review reason and Full review type, approved on 01/02/2020, expiring on 01/01/2021. A red box highlights the 'Add' button in the top right corner of the table area.

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**

Update IRB Review

Protocol No.: NEWWAVE2 Library: School of Medicine PI: Abdollahi, Niloufar Sponsor: Medtronic, Inc.
Protocol Target Accrual: 2000 Accrual To Date: 1 Protocol Status: OPEN TO ACCRUAL
UCSF Total Accrual Goal (Upper): 2000 IRB Expiration: 01/01/2021

Review Information

Review Date	03/29/2020 1	Submit Date	03/29/2020 2	Committee	UCSF IRB 3	Review Reason	Continuing Review 4	Review Type	Full 5
Action	Approved 6	Action Date	03/29/2020 7	Expiration Date	03/29/2021 8			Review No.	

Summary

4000 character(s) remaining

Yes Votes No Votes Abstain Votes Institution

Details (0) Reviewers (0) Communications (0) Notes

Type	Amendment No.	Received Date	Version Date	Description	Comments	Global?	Reconsent Required?	Delete?
No records found								

9

Submit **Submit and Close** Clear Close

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10. Now the Review shows in the Reviews list

★ PC Console
?

Protocol No.: **NEWWAVE2** Library: **School of Medicine** PI: **Abdollahi, Niloufar** Sponsor: **Medtronic, Inc.**
 Protocol Target Accrual: **2000** Accrual To Date: **1** Protocol Status: **OPEN TO ACCRUAL**
 UCSF Total Accrual Goal (Upper): **2000** IRB Expiration: **03/29/2021**

Select Protocol
 NEWWAVE2

Summary | PRC | DSMC | IRB | LTFU Transfer | Other External Committee Actions

IRB Review Reason Counts												
	Adverse Event Reporting Form	Change	Continuing Review	Initial Review	Migrated Consent	Modification Form	Permission to Rely	Protocol Violation / Incident Report Form	Reporting Form	Safety Reporting	Single Patient Exception	Study Closeout Report
Pending	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	1	0	0	0	0	0	0	0	0

IRB Action History (* denotes a global amendment)

Filter by Review Reason:

University of California San Francisco											Add		
	Review Date	Submit Date	IRB Committee	Review Reason	Review Type	Review No.	Action	Action Date	Expiration Date	Delete?			
2.	03/29/2020	03/29/2020	UCSF IRB	Continuing Review	Full		Approved	03/29/2020	03/29/2021	<input type="checkbox"/>	Details Edit		
1.	01/01/2020	01/01/2020	UCSF IRB	Initial Review	Full		Approved	01/02/2020	01/01/2021	<input type="checkbox"/>	Details Edit		
				Communications Details (Type / Amendment No / Received Date / Description / Version Date)									
				Consent	V.1			English		02/01/2020			
				Consent	V.1	02/03/2020		Slovak		02/03/2020			
				Consent	V.1			Espanol		02/10/2020			
				Consent	V.1			Children's		02/10/2020			

Add
Submit

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