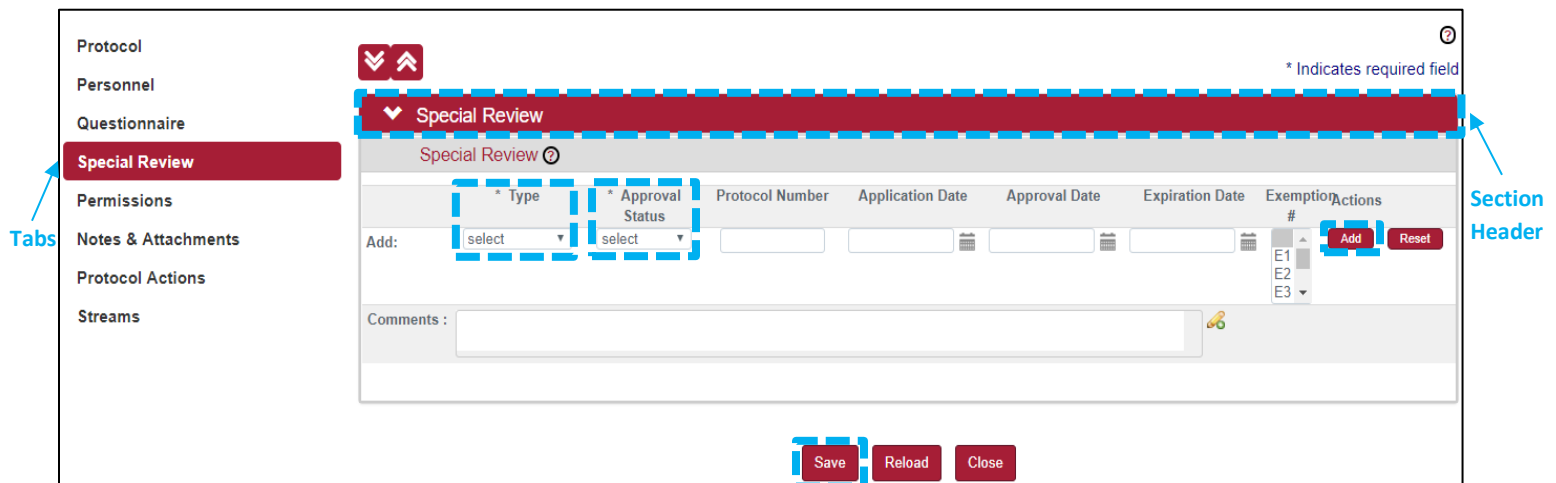


IRB: UPDATING THE SPECIAL REVIEW TAB (FOR PROTOCOLS)

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 Special Review Tab interface. On the left, a sidebar lists various tabs: Protocol, Personnel, Questionnaire, **Special Review** (highlighted), Permissions, Notes & Attachments, Protocol Actions, and Streams. A blue arrow labeled "Tabs" points to this sidebar. The main content area features a red "Special Review" section header, which is highlighted with a blue dashed border and a blue arrow labeled "Section Header". Below the header, there is a form with fields for "Type" and "Approval Status" (both marked with an asterisk as required), "Protocol Number", "Application Date", "Approval Date", "Expiration Date", and "Exemption #". An "Add" button is next to the "Exemption #" field. Below these fields is a "Comments" text area. At the bottom of the form, there are "Save", "Reload", and "Close" buttons. A blue arrow labeled "Section Header" points to the red header bar. A blue arrow labeled "Tabs" points to the sidebar.