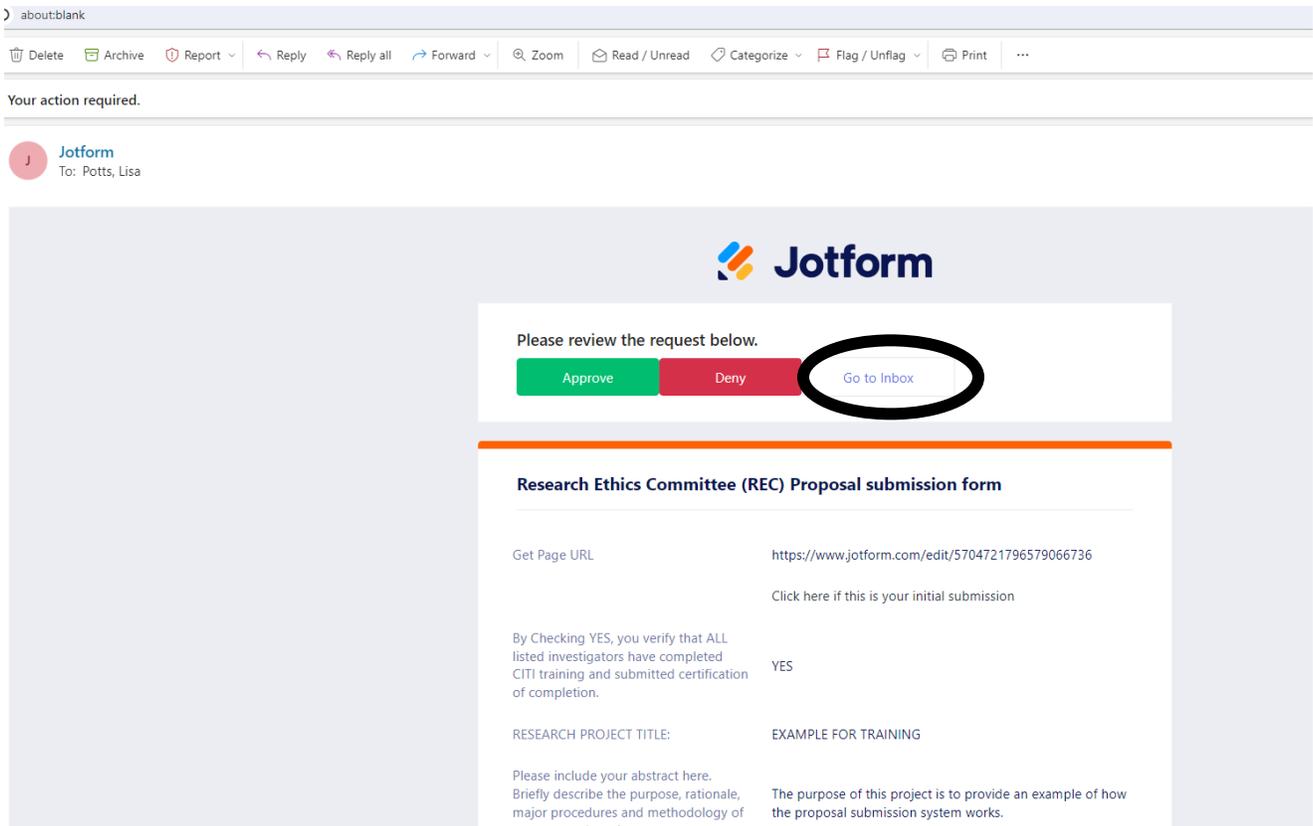
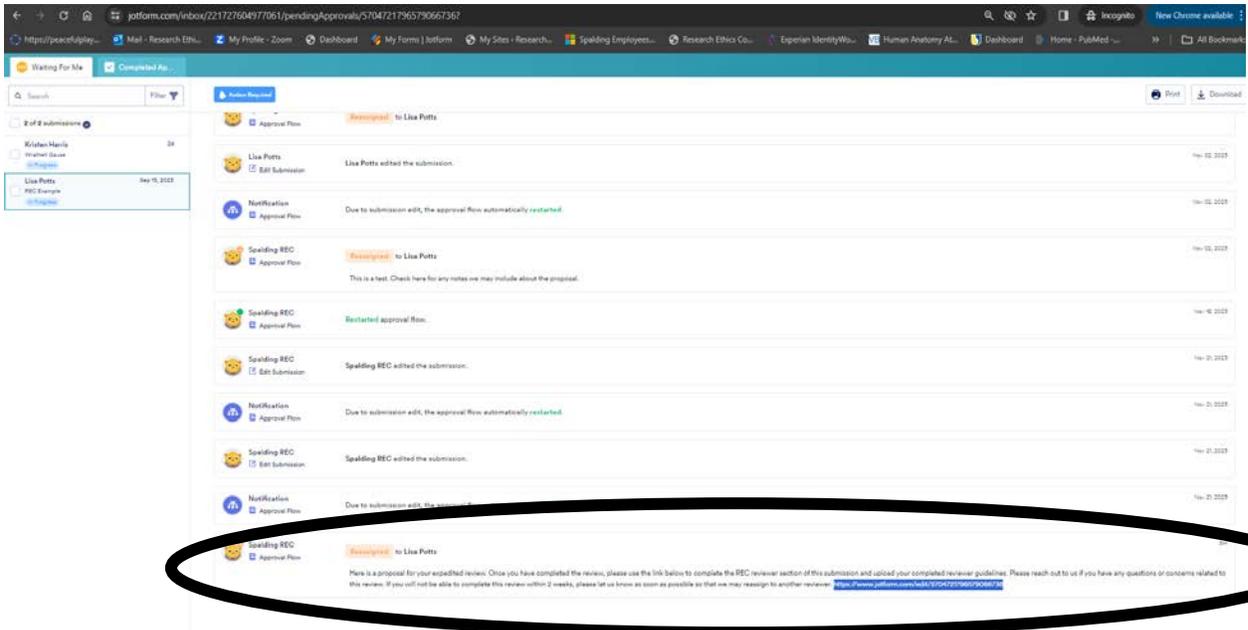


REC Reviewer Guide: How to complete proposal review using jotform

- 1) Open your jotform **inbox** from the email notification that you have a review request.



- 2) In your jotform inbox (you will need to have a free jotform account), click on the assigned proposal and **scroll down to the bottom** where you will find a message related to the assigned review.
 - a. **Please review this message before starting to review** the materials as this is where we will add anything of note regarding the proposal if need be.
 - b. This is also where we will include the direct link to that specific proposal submission, which **you will need to copy and paste into your internet browser once you are ready to submit your decision / comments.**



- 3) Access and review all materials for the proposal, **using the reviewer guidelines** to ensure you check for all relevant details.
 - a. All proposal materials are accessible via clickable links directly in the email you received with the assigned proposal. The attachments can also be found within the form in your jotform inbox.
 - b. Be sure to look through the actual form submission as some relevant info / attachments (i.e. site permission letters, any additional info associated with inclusion criteria, etc.) will be earlier in the form. The main proposal, consent forms and any instrument related attachments will be towards the end of the form.
 - c. Reviewer guidelines document can be found on the REC website [under REC reviewer resources](#).
 - d. Please email rec@spalding.edu if you have any questions or concerns related to the assigned review, including if you feel you have a conflict of interest that warrants recusing yourself from completing the review. Note that serving as a course professor, reader or some other ancillary role on a dissertation / capstone committee does not warrant conflict of interest in and of itself.
- 4) Upload your completed reviewer guidelines into the assigned submission using the edit link provided in your jotform inbox message (see step 2).
 - a. Upon opening the link, confirm that at least one of the bubbles is filled in blue. **If all options are blank, please confirm you are using the correct link and email us if need be to resend the link.**
 - b. Click on “click here if you are the REC reviewer” then click next
 - c. select “expedited” (or exempt, if you happen to be assigned an exempt review)

**Please be sure to click save before exiting the site
OR clicking on any of the hyperlinks within this
form as doing so will take you out of the form and
progress will be lost.**

Please indicate if this is your initial or revised submission. Note, if this is a revision, please be sure all revisions have been made in all necessary attachments and all revisions highlighted throughout.

Click here if this is your initial submission
 Click here if you are making revisions per conditional approval
 Click here if you are the PI and need to sign or confirm submission
 Click here if you are the REC reviewer

Next

For REC Use Only, DO NOT FILL BELOW THIS LINE

Study Title
EXAMPLE FOR TRAINING

Type of review conducted:
 Full Board
 Expedited
 Exempt / Limited Review

Approval recommended?
 YES
 NO
 Conditional per requested revisions

Reviewer comments / conditions to be met for final approval (if conditional approval is recommended).

- d. Select whichever approval decision applies
 - i. approval = you have no requested revisions / conditions
 - ii. Conditional = you have some requested revisions / conditions, regardless of how minor they may be
 - iii. deny = you feel that the overall premise of the study does not meet OHRP guidelines and an alternative approach is warranted. Note that this option will send the proposal for full committee review as no single reviewer can deny a proposal.
- e. Enter a summary (or list) of your comments in the reviewer comments box.
 - i. Note if you have significant comments within the completed reviewer guidelines, you may want to just give a brief overview of the main concerns and add a comment for the investigators to refer to the reviewer guidelines for specific feedback.
 - ii. If everything is good and you are giving full approval you can just type, no revisions requested in this box
- f. Upload completed reviewer guidelines
- g. Sign, date and click submit

The image shows a screenshot of a web form for reviewer use. The form is titled "For REC Use Only, DO NOT FILL BELOW THIS LINE". It contains several sections:

- Study Title:** A text input field containing "EXAMPLE FOR TRAINING".
- Type of review conducted:** Three radio button options: "Full Board", "Expedited", and "Exempt / Limited Review".
- Approval recommended?:** Three radio button options: "YES", "NO", and "Conditional per requested revisions".
- Reviewer comments / conditions to be met for final approval (if conditional approval is recommended):** A large text area for entering comments.
- Upload Reviewer Guidelines Here:** A dashed box containing a "Browse Files" button and the instruction "Drag and drop files here".
- Date:** A date input field with the placeholder "MM-DD-YYYY".
- Reviewer Signature:** A signature input field with a "Sign Here" prompt and a "Clear" button.
- Navigation:** "Back" and "Submit" buttons at the bottom.

Annotations on the left side of the form:

- c:** Points to the "Type of review conducted:" radio buttons.
- d:** Points to the "Approval recommended?" radio buttons.
- e:** Points to the "Reviewer comments" text area.
- f:** Points to the "Upload Reviewer Guidelines Here" dashed box.
- g:** Points to the "Date" field, the "Reviewer Signature" field, and the "Submit" button.