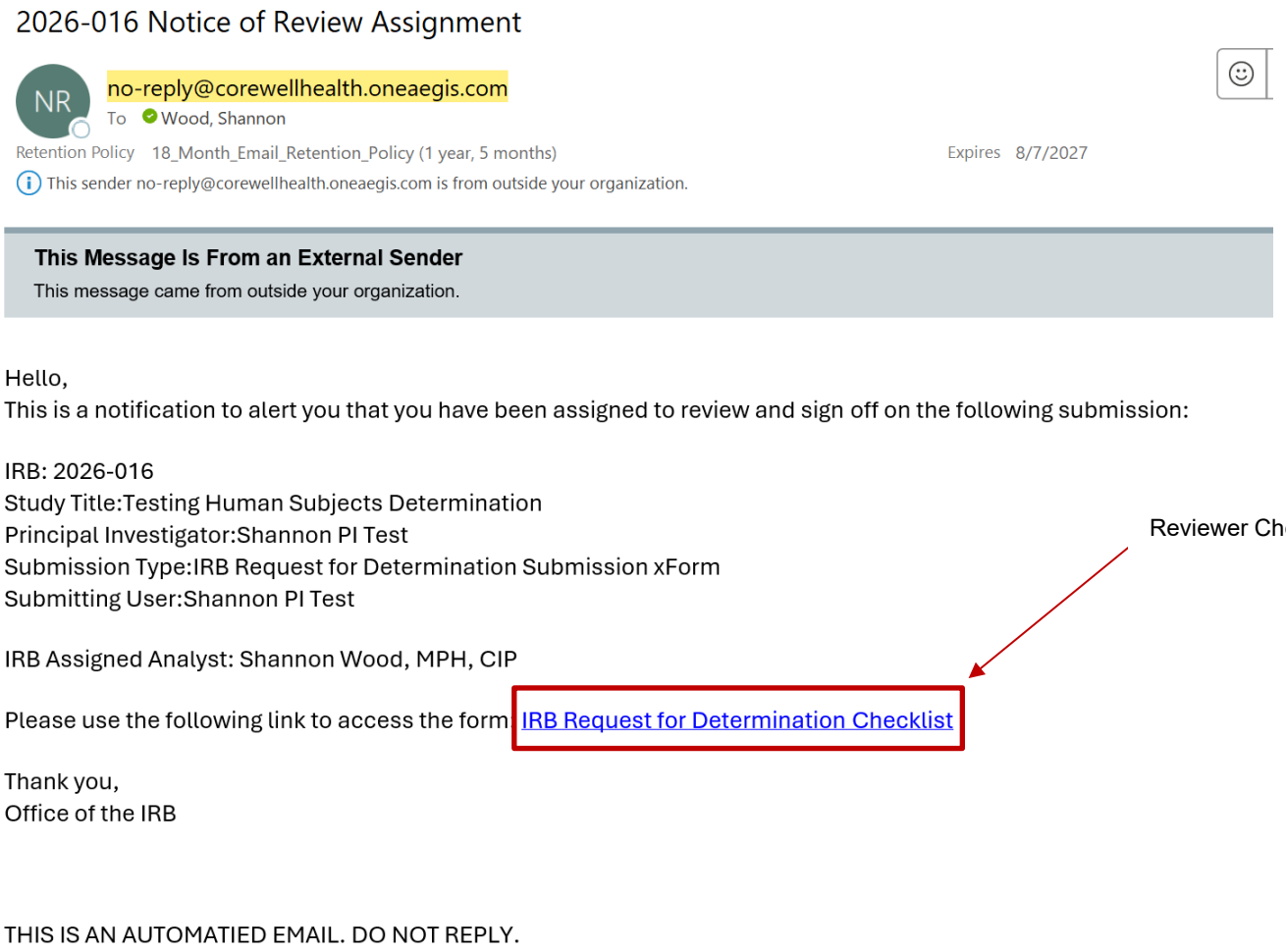
Reviewer Guide

1. **Accessing the Review Checklist** - When you are assigned as a reviewer, you will receive an email notification alerting you to the submission. You can access the reviewer checklist from the email or from your OneAegis home screen.

Email – The link within the email will take you directly to the checklist. Once you complete your review, you can always access it again by clicking on the checklist link. The analyst checklist is available within the link. There is a space for notes within the checklist too.



2026-016 Notice of Review Assignment

NR no-reply@corewellhealth.oneaegis.com
To Wood, Shannon
Retention Policy 18_Month_Email_Retention_Policy (1 year, 5 months) Expires 8/7/2027
This sender no-reply@corewellhealth.oneaegis.com is from outside your organization.

This Message Is From an External Sender
This message came from outside your organization.

Hello,
This is a notification to alert you that you have been assigned to review and sign off on the following submission:

IRB: 2026-016
Study Title:Testing Human Subjects Determination
Principal Investigator:Shannon PI Test
Submission Type:IRB Request for Determination Submission xForm
Submitting User:Shannon PI Test

IRB Assigned Analyst: Shannon Wood, MPH, CIP

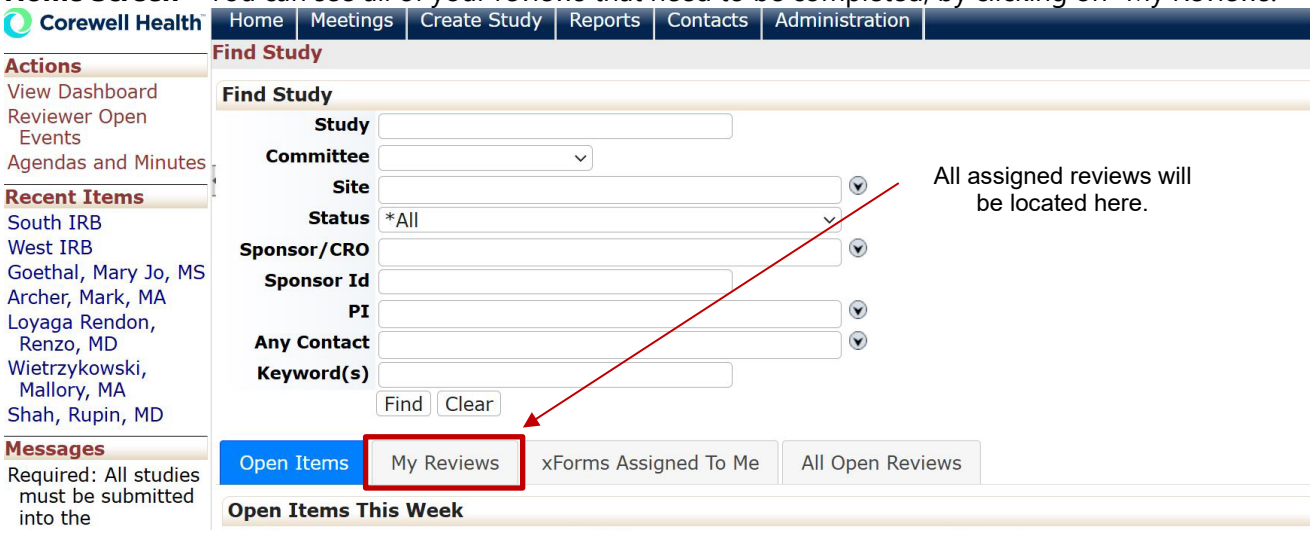
Please use the following link to access the form: IRB Request for Determination Checklist

Reviewer Checklist Link

Thank you,
Office of the IRB

THIS IS AN AUTOMATIED EMAIL. DO NOT REPLY.

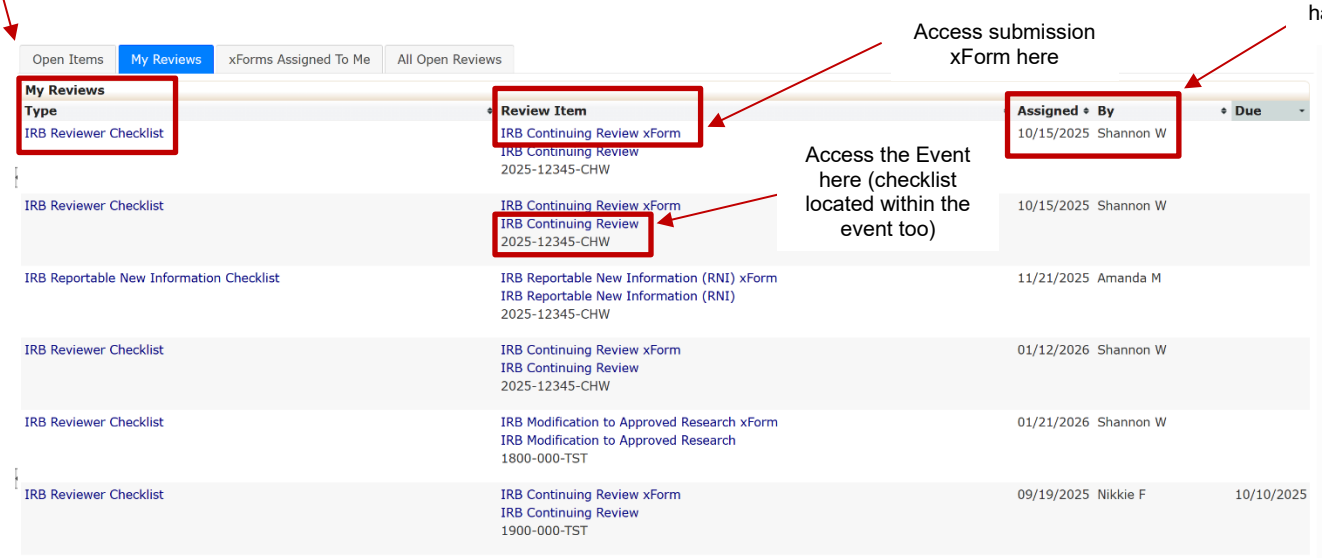
Home Screen – You can see all of your reviews that need to be completed, by clicking on "My Reviews."



Access Reviewer Checklist Here

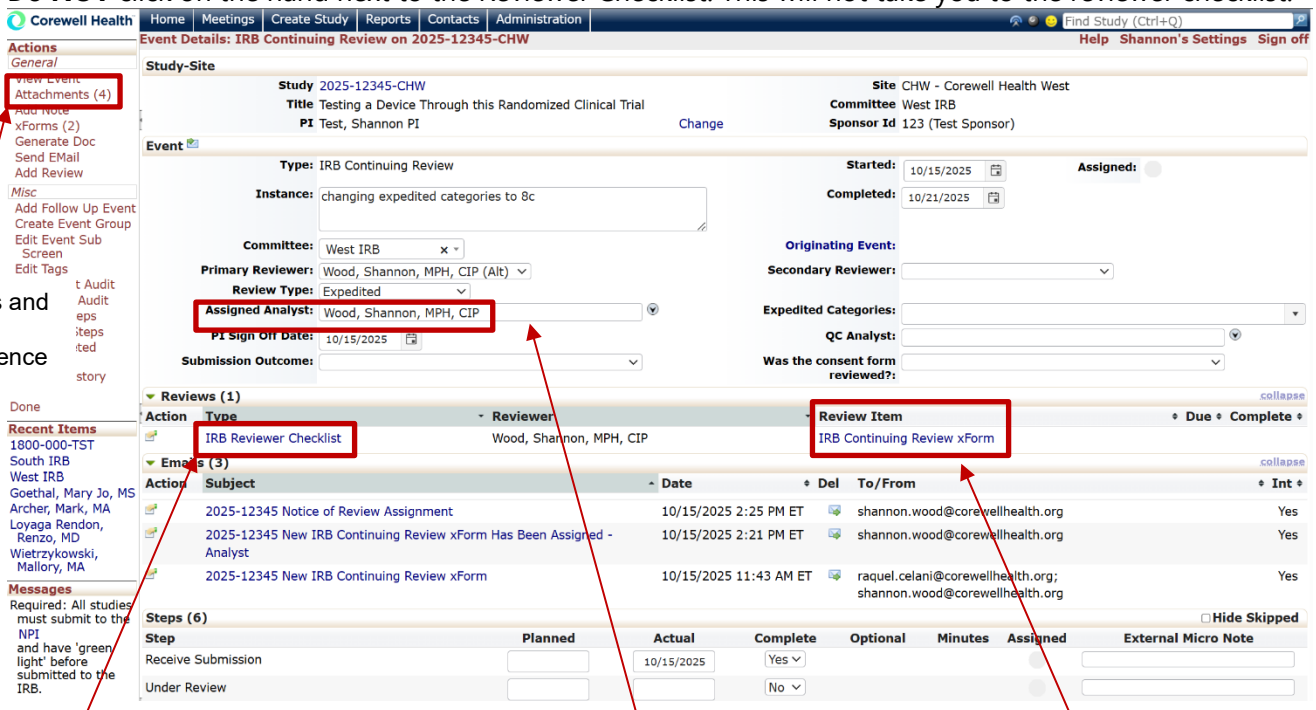
On the "My Reviews" tab, you can access the checklist directly on the left-hand side of the screen. You can access the xForm (submission form from the study team) by click on the xForm link in the middle of the screen and you can also access the event (submission as a whole) by clicking on the link underneath the xForm link.

Assigned IRB Analyst if you have questions



Event Screen – On the event screen, you will be able to access the Reviewer Checklist by clicking on the checklist underneath "Type", see submission attachments, and review the original IRB submission.

Do **NOT** click on the hand next to the Reviewer Checklist. This will not take you to the reviewer checklist.



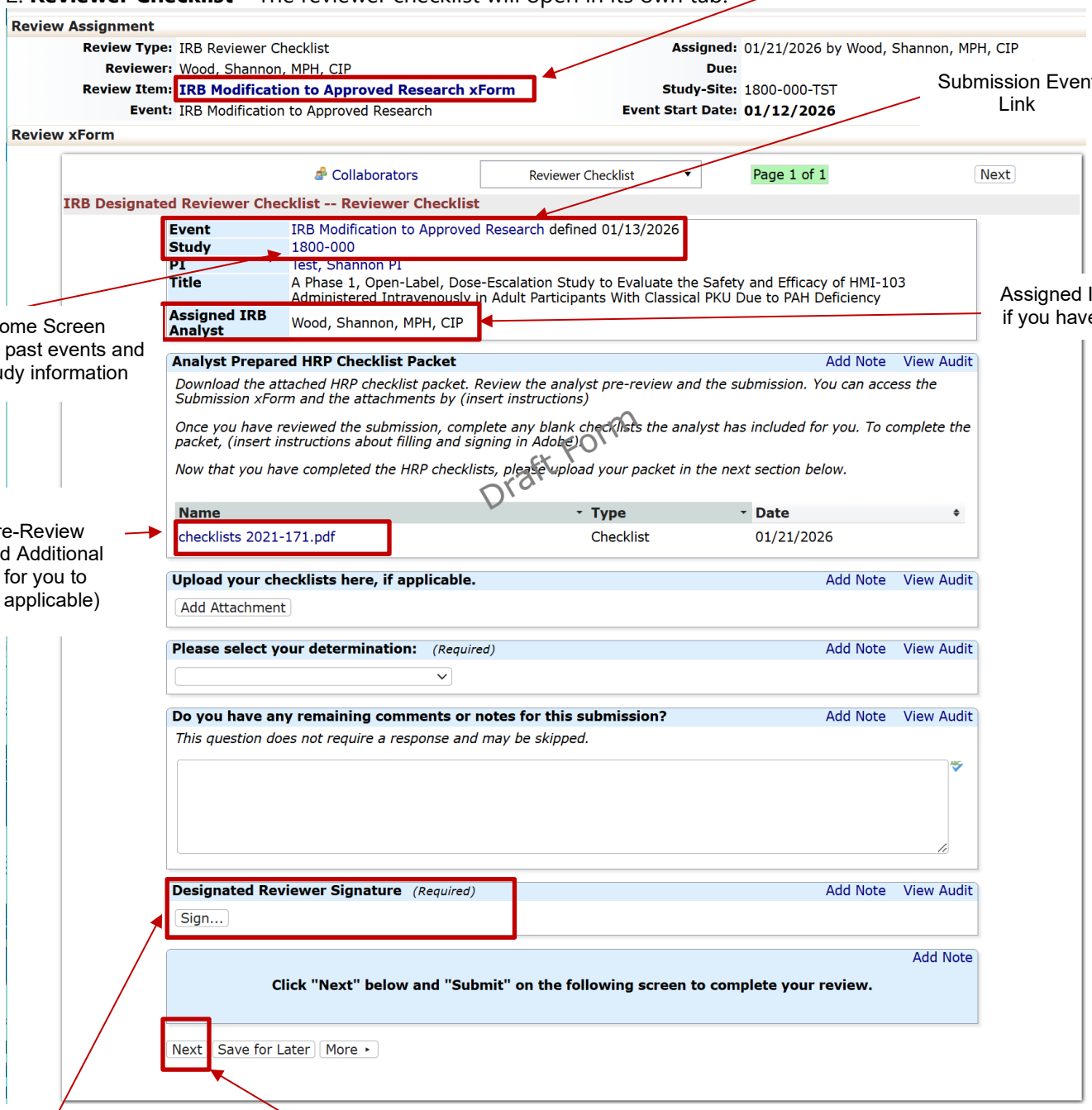
Attachments and Email Correspondence

Reviewer Checklist Link

Assigned IRB Analyst

Original Submission Form

2. **Reviewer Checklist** – The reviewer checklist will open in its own tab.



Study Home Screen
You can see past events and general study information

Assigned IRB Analyst if you have questions

Analyst Pre-Review Checklist and Additional Checklists for you to complete (if applicable)

Click “Sign” to sign off on the Review

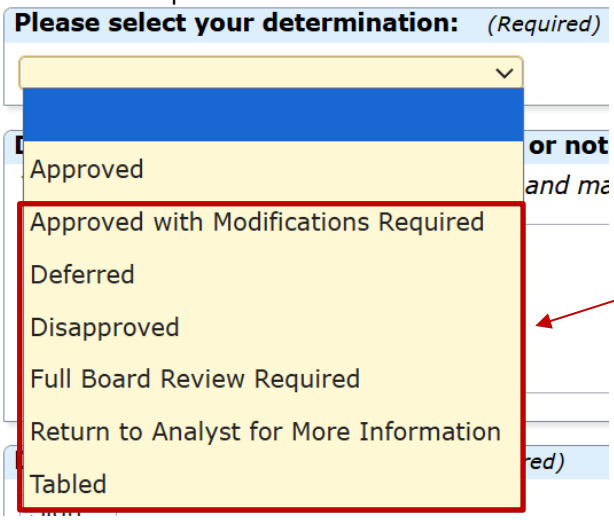
Non-CH employees will need to enter their passwords

To complete the review, you must click “Next” and “Submit” on the following screen to send the submission back to the Analyst

Reviewer Determinations

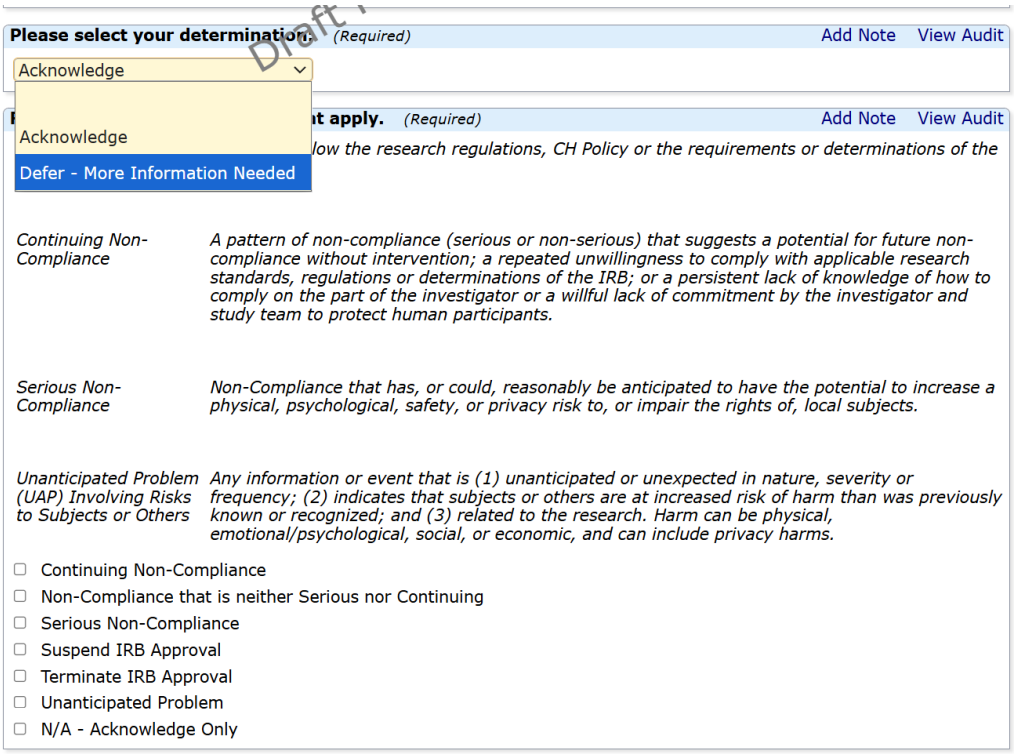
For most studies, you will have these determinations available to you.

- If the submission was assigned to you via expedited review and you believe it needs Full Board review, select "Full Board Review Required" to send this submission back to the Analyst Pre-Review stage so they can assign it to a meeting.
- If the submission was assigned to you via expedited review and you have multiple questions that will take the study team time to respond to, then you can always "Return to Analyst for More Information" and this will return the form back to the Analyst Pre-Review stage. The analyst can also update their checklist if needed at that point.



If you select any of these categories, you will be given the opportunity to enter in comments to go along with your determination.

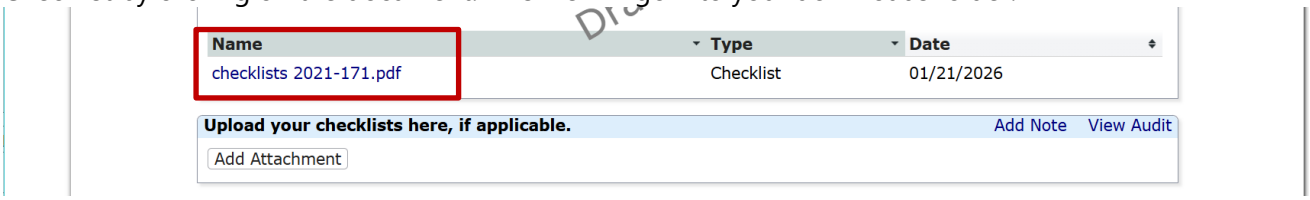
RNI Determinations – The RNI determinations are differently. You will need to determine if you can acknowledge the event first. Afterwards, an additional question will appear asking you if the event is non-compliance, a UAP, etc. If you select "Defer," then a box will appear asking you to enter in your comments for the deferral.



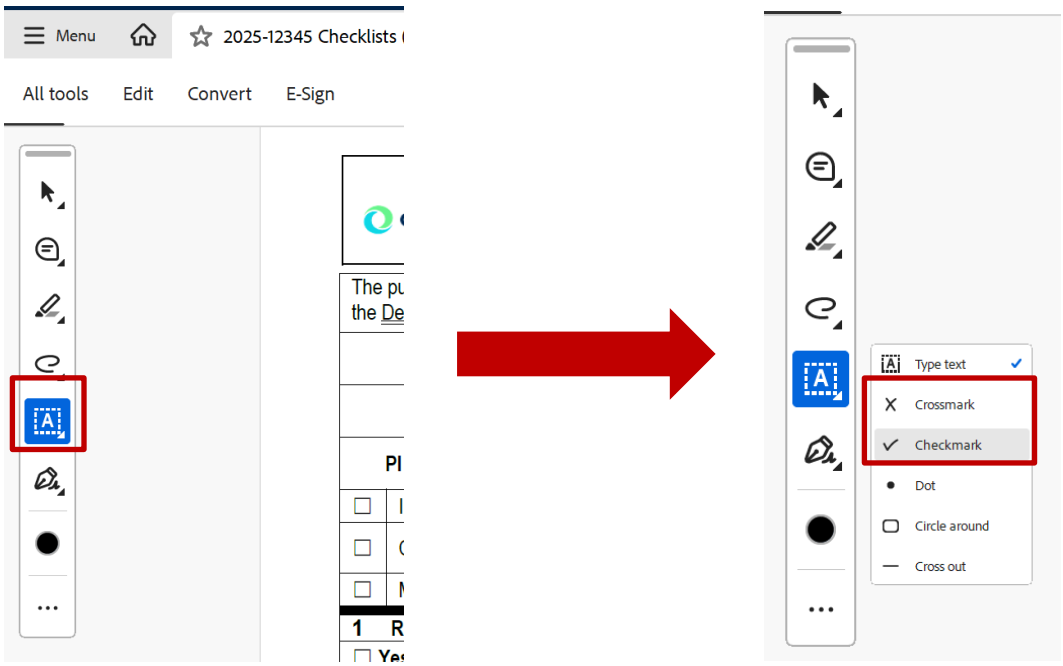
3. **Completing the analyst checklist, if applicable.**

The analyst will prepare a pdf checklist packet that includes the analyst pre-review and any checklists the reviewer may need to complete. If you identify additional checklists are needed, feel free to reach out to the assigned analyst for that checklist or you can access them on our external website (coming soon!).

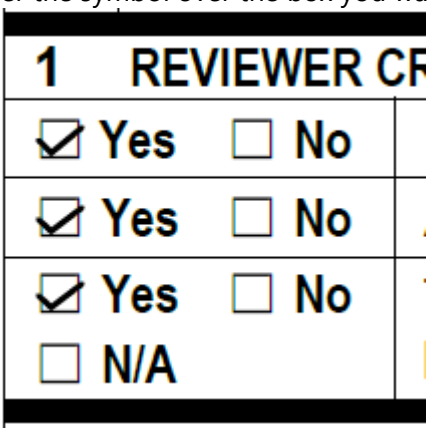
If you need to complete any checklist in the pdf format, download the checklist from the Reviewer Checklist by clicking on the document. This file will go into your downloads folder.



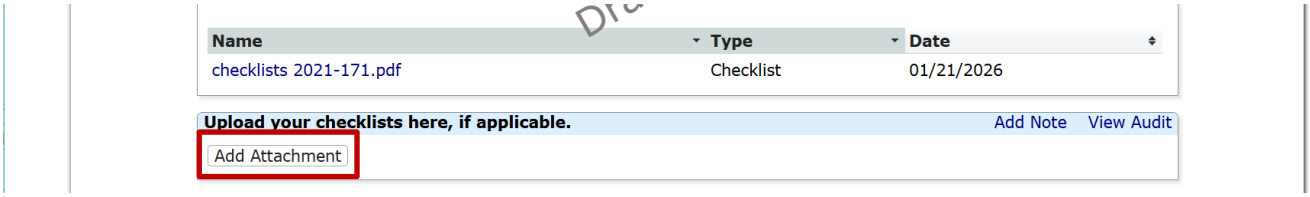
Open the document and locate the side bar on the left-hand side of the pdf. Locate the text box with an 'A' in the center. A side menu will appear and you can select a "Crossmark" or "checkmark" to complete the PDF.



Hover the symbol over the box you want to mark and click once. Here is an example of what it looks like.

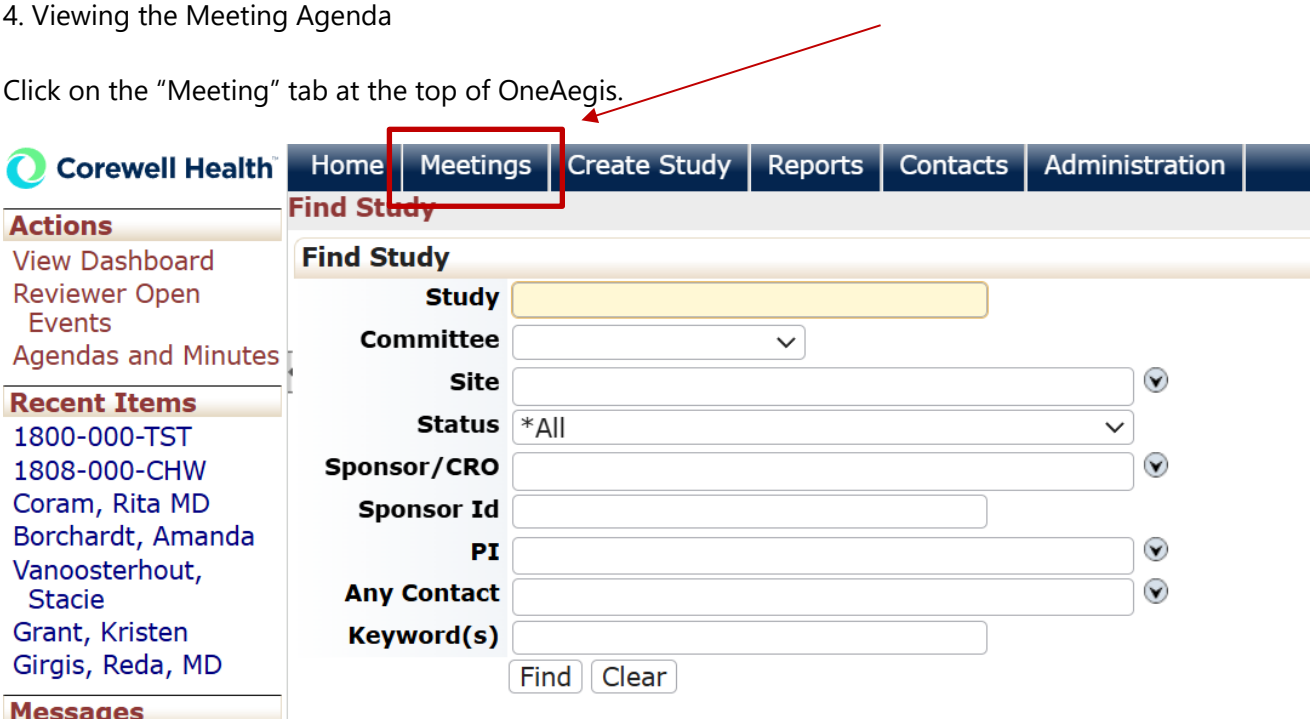


Save the file and upload it to the reviewer checklist. I recommend keeping the file name the same so it replaces the analyst checklist in the attachment section.



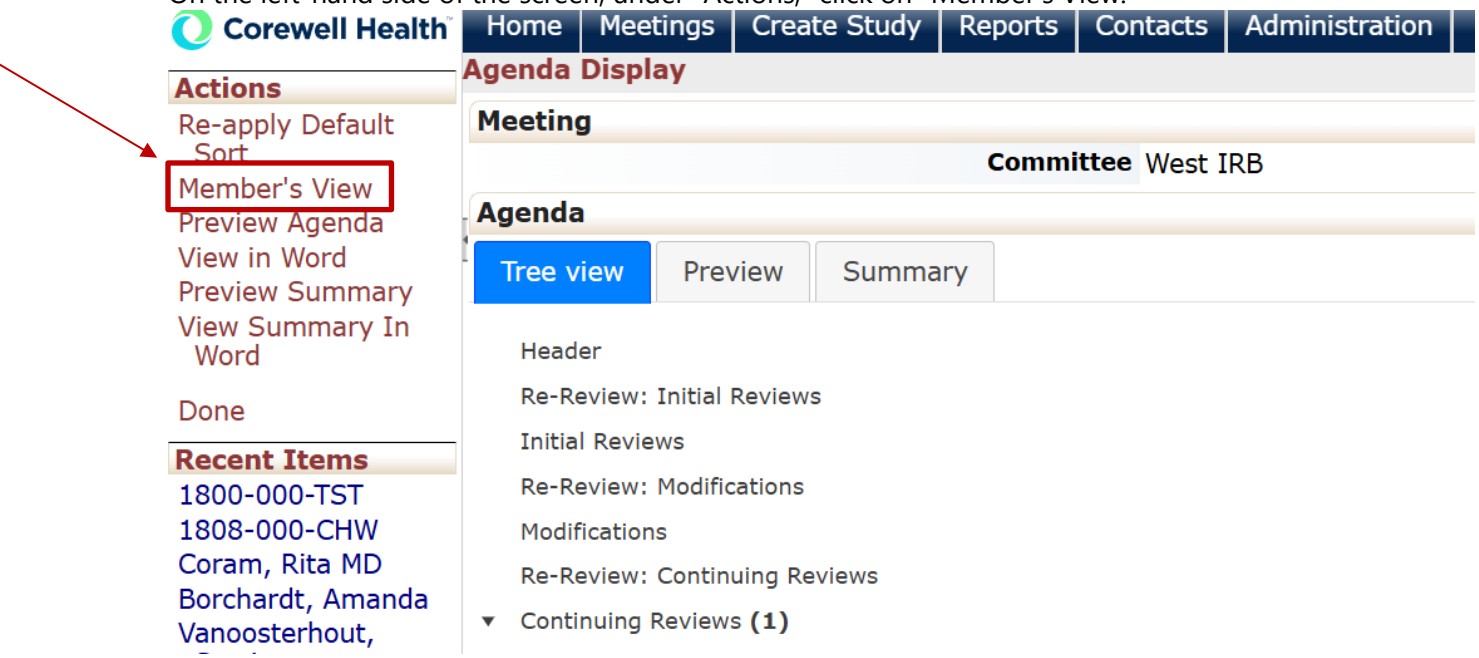
4. Viewing the Meeting Agenda

Click on the "Meeting" tab at the top of OneAegis.



Locate the meeting of interest and select the "Paper" icon (agenda).

On the left-hand side of the screen, under "Actions," click on "Member's View."



You are now viewing the entire Agenda for the meeting. Full Board items that are being reviewed are located at the top. All expedited, exempt, and study completions are located underneath the Full Board items.

- Click the IRB number to view the study home screen.
- Click on the event name to go to the event.
- Click on the down arrow next to the event name to immediately access the xforms and attachments.