KUALI QUICK GUIDE
REVIEWER INSTRUCTIONS

A. **Log into Kuali Research (KR) and access the protocol assigned to you.**

　　1. *From notification*

　　　　i. Click on the protocol link

　　2. *From outside of notification*

　　　　i. Click this URL or enter it into your browser: https://lsuhsc.kuali.co/

　　　　ii. You may be automatically signed into KR. If not, sign in using your LSUHSC credentials.

　　　　iii. Click *Protocol*.

　　　　iv. Click *Protocols Assigned to Me*

　　　　v. Select the protocol you want to review. The protocol title and number are found in the review assignment notification you received.

B. **Review of a protocol involves two types of actions:**

　　1. **Review of the Protocol Form**

　　　　i. Most fields in the protocol form have a tab labeled *Action Item*.

　　　　ii. If you want to make a comment on, require modifications to, or request clarification on, the investigator's entry in any field, click the *Action Item* tab for that field.

　　　　iii. Enter your text in the *Action Item* text box and select all individuals who should be able to view your entry: other reviewers and/or the researcher. You can also select *Meeting* to have the action item appear on the meeting agenda. Click *Post*.

　　　　iv. Repeat with the other fields as appropriate.

　　　　v. You may also enter an *Action Item* that is not in reference to a specific protocol field. This is accomplished by using the **General Action Items** button on the top right corner of the page.

　　　　vi. A list of all action items will be displayed when you click on the **Action Items Summary** button.

2. **Completion of the Checklist**

    i. Click on the *My Checklist* button on the bar directly below the protocol # and title.

    ii. In the very first section of the checklist, select the Protocol Type, Submission Type and Procedure Type.

        a. The Protocol Type and Review Procedure are usually the same.

        b. *It is very important that you make the correct selections because the content of the remainder of the form is dependent on these selections.* If you are not sure which items to select, please contact the IRB Office (at IRBOffice@lsuhsc.edu) or a specific staff member.

    iii. Complete the remainder of the checklist:

        a. For initial review of a Full Board study, the main protocol and ICF checklists exist outside of Kuali Research and must be downloaded using the link provided.

        b. After completing the external checklist, save it on your computer and upload it as instructed.

C. **Completing the Review and Notifying the IRB Office Staff**

1. Once the Kuali checklist is complete, click *Mark Complete*.

2. Click on the *Protocol* button on the bar directly below the protocol # and title to return to the protocol.

3. On the right-side panel click *Submit Review*.

4. A notification will be sent to the IRB Office indicating completion of your review.