How to View and Respond to Reviewer Notes

ePIRATE Training
ePIRATE uses a reviewer note system in which questions, comments, concerns and requested changes can be communicated to study teams. This tutorial will show you how to find, read and respond to reviewer notes logged within the system.

While this tutorial uses reviewer notes logged during a Departmental Review of a new study, the process is the same for all submission types (new studies, amendments, continuing reviews, etc.) and for all types of reviews (Department, Ancillary, IRB).

When changes are requested, a notification will be emailed to the study team. The link in the email can be clicked to bring you to the specific workspace or you can login to the system and access the item from your inbox.
If you are accessing the item by logging into the system rather than using the link in the email, click on “Dashboard” once you are in the ePIRATE system.

Welcome to ePIRATE, the electronic Portal for Institutional Research at East Carolina University.

This site enables East Carolina University to manage all aspects of Institutional Review Board (IRB) compliance processes.

Click on Dashboard in the upper left hand corner of this screen to create a study, create and edit your Profile, and perform other actions on existing research studies.

***UPGRADE NOTIFICATION: ePIRATE was upgraded on Wednesday, March 17, 2021. The biggest change that existing users will notice is with the look of the IRB application smartform. The “Jump To” menu has moved to the left side of the screen and several other navigation tools on the application pages have been moved. Please review the following 5 minute tutorial explaining this newest upgrade: ePIRATE Upgrade

***9.11.2020: Existing research studies that are changing their method of paying
Make sure you are in the IRB Submissions role. Your Inbox will show any items that require your attention. The “Test Study” below is in a state of “Clarification Required”. This means that the submission has been returned to you for changes by the Departmental Reviewer.

Click on the item name to access the workspace.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Type</th>
<th>Owner</th>
<th>State</th>
<th>Last State Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Study</td>
<td>6/16/2021 8:10 PM</td>
<td>Study</td>
<td>Clarification Required (Department Review)</td>
<td>6/16/2021 8:10 PM</td>
<td></td>
</tr>
<tr>
<td>Missed study visit</td>
<td>6/16/2021 7:34 PM</td>
<td>Reportable Event</td>
<td>Gilbird, Neil</td>
<td>Pre Submission</td>
<td>5/24/2021 5:51 PM</td>
</tr>
</tbody>
</table>
Any screen view where comments have been logged will have a speech bubble like the one above in this side bar. You can click these speech bubbles to take you directly to the page where comments have been logged. The number in the bubble above indicates the total number of reviewer notes logged in that screen view.

Any speech bubble that is gold, indicates a reviewer note. General notes can be logged for the entire screen view or for specific questions within that screen view. General notes appear at the top of the page, while comments tied to specific questions appear next to that question. For instance, in this case a general note has been logged about the credentials of the Principal Investigator while a specific comment has been logged for the response to question 3.0.
To respond to the reviewer note, click the “Reply” button.

Clicking on a gold speech bubble will open a window such as the one on the left. This contains the reviewer notes associated with that speech bubble. There may be more than one comment that appears.

Because there are both a general note for the page and one for question 3.0, you will need to click both in order to see all reviewer notes on the page.
The textbox can be used to include any comments you would like to make. Once you have responded to the request, click “OK”.

Any requested changes can be made in the smart form at this time as well, using the side bar on the left to navigate to screen views and the buttons on the right to save and exit the form once the changes have been made.
You can also use the "Reviewer Notes" tab to see all comments in the smart form.
A list of all logged comments will appear here.

UMCIRB UMCIRB created Department Change Request on June 16, 2021 for 1 Study Identification
I'm not sure the Principal Investigator is qualified to conduct this research. Please provide additional information on his credentials and relevant research experience.

Show 1 Reply

UMCIRB UMCIRB created Department Change Request on June 16, 2021 for 1 Study Identification
Question: Summary of Research in Lay Terms:
This is not sufficient as a summary of the research
Once you have made all requested changes and responded to any questions, click the “Submit Changes” button.
The textbox can be used for any communication you would like to include with your submission of changes.

Once you are ready to re-submit the item for review of changes click “OK”