Helpful hint: Before routing, go to the General Information page to check if the IRB Chair/Designee is listed as an investigator on the study. If so, you will need to route it to a different signatory due to conflict of interest rules.

I. ROUTING ACTIONS FOR EXPEDITED IRB REVIEW

1. On the “Pre-review Screening” page, click “Expedited” and then click .

2. Click on . Select the Reviewer Role from the drop-down menu. Because the IRB Chairperson will need to complete the Expedited Reviewer’s Checklist that is built into iRIS, you must select “IRB Chairperson (Checklist)” from the drop-down menu.

3. Select the appropriate individual who will serve as the IRB Chair/ or Designee from the drop-down list.

Then click .
You will now see that the IRB Chairperson has been notified that an action is awaiting their review.

4. You will also need to route the action to the IRB Chair/Designee for e-signature concurrently. Click on the “Internal Submission Routing” to navigate to the screen where you can complete signature routing. To route to the IRB Chair, click on .

From the drop-down menu, select the individual who will sign off as IRB Chair.
5. Now select the role in which that person will sign off (in this case, **IRB Chair**).

**NOTE:** You may leave a comment for the signatory by clicking on . However, this is not usually necessary. Comments come in handy if you want to convey additional information that may not be readily available in iRIS.

You can also route to another designated signatory at the same time if so desired, as noted below.
Now click “Yes” in response to “Have you completed your selection of required routings?” and then click to complete the routing.

You will see that both signatories have been notified that an action is in their queue for signature.

6. Notifications- Once the IRB eChair/Designee completes the IRB Checklist and signs electronically, you will receive a notification in your incomplete NIH IRB tasks list. The completion of the Expedited Checklist will appear under Submission Reviewers Complete. E-signature/sign-off of the IRB eChair /Designee will appear under Internal Submission Routing Complete. (You may also receive e-mail notification if you wish to have that feature “turned on” in the system.)

Below are your incomplete NIH IRB tasks:

If you click on the blue arrow, it will expand so you can see what action has been completed/signed off by the IRB Chair or designee.

Click on the Open ICON to open the action.
Click on the Review Summary.

7. Expedited Reviewers Checklist
   Next you will see the checklist the IRB Chair / Designee filled out.
   Ensure all applicable sections of the form are appropriately filled out.
   Go down the check list and click the box for each section that has been filled out.
   If there is no change in risk/benefit, there no need for the Chair to fill out the risks for each subject population.
   **For a Continuing Review (CR), note/ensure the Expedited Review Category is designated.**

   Once done checking the necessary box, click on
iRIS IRB Analyst User Guide/Work Flow Expedited Actions
8. **Internal Submission Routing** - Click on
   You will see that the IRB Chair/Designee has completed the review of the action/has signed off electronically.

9. **Expedited by** - Click on
   Check the box next to the name of the IRB Chair/Designee who performed this expedited review

10. **Outcome** - Click on
    Enter the Review Outcome- drop down menu
    Date of Submission Approval- by the calendar
    Committee Name-name of IRB- drop down menu
    Meeting Date of next the next IRB Meeting- drop down menu
    Agenda Category- Expedited Actions- drop down menu

Click on   .
11. **Outcome Letter** - Click on

Select the appropriate *Notification Letter* from the dropdown menu. Click on `[Create Letter]` in the upper left corner.

A Letter Template will then come up. *Note- though the letter is template language, the letter can be edited/individualized if necessary.*

Click on `[Save Changes]`.
Click on .

Select the appropriate Institute Designated Individuals (Minimally the PI, and Study Contacts) to send this document to.

Click on .

An e-mail will be sent to those individuals whose box was checked next to their name.

Note: You can also add more of a description to the Letter Title if so desired.
Save a copy of the Outcome Letter to a protocol folder on a secure drive/desktop.