

Overview

This document provides guidance in the following areas:

- Responding to Review Assignments

It is highly recommended to become familiar with the Full Guide prior to utilizing this Quick Reference Guide.

Please reference the Division of Research Topaz website found at: <http://research.fiu.edu/ibc/pages/topaz.html> for assistance logging into Topaz. The Topaz online protocol submission system is located at: <https://topaz.fiu.edu>.

If you encounter any technical issues (i.e., logging on, error message) please stop and contact topaz-help@fiu.edu.

Responding to Review Assignments

1. Select **Dashboard** on the Start Page.
2. On the **My Reviews** section; select the protocol request to be reviewed or, if several are in your list, you can sort by Due Date to prioritize them (by clicking on the column header).
3. To view questions with comments by other reviewers, click on Question with Comments from Other Reviewer filter icon () in the outline header.
4. If you wish to enter a comment on a question, click on Question Comment icon () within the question and enter your comments. If other reviewers have made comments, they will appear below your comment entry field, including the Reviewers' Names, Dates/Times entered, and the Review Assignment(s).
5. On the Outline panel, Question Comments icon () shows which questions or sections you have made comments on. You can edit, delete, or add new comments to any question or section until the Protocol Administrator closes access to the request.
6. Remember to save often using the Save icon ().
7. Upon completion of your review, click on the **Summarize** icon () in the toolbar. This opens the "Enter Remarks" dialogue box where Closing Remarks can be entered and/or a call for a Full Committee Review can be designated. Your Closing Remarks can be edited or deleted until the Protocol Administrator closes the assignment or sets status on the request.
8. Once the assignment has been designated "**Completed**" by the Protocol Administrator, the request will disappear from your "My Reviews" list on your Dashboard.
9. Depending on your Reviewer Role, you may be asked to enter an Opinion – a drop down list will in the dialogue box called Select Opinion. Click save ()

**Quick Reference Guides are created for those users who have completed Division of Research TOPAZ training.

10. For a re-submission, an Amendment, or a Renewal, the protocol request will have previous versions to which you can compare with this current version.

11. Click on the **Compare** icon () in your toolbar. Click on the **Questions with Changed Answers** filter icon () in the outline header (top of the left panel). This displays only questions with changed answers in the outline. The previous answers panel (far right panel) may be closed by clicking the red X in the upper left corner ()