

**Pacific Lutheran University
Human Participants Review Board
Instructions for Faculty Supervisors**

Thank you for serving as a faculty supervisor for student research at PLU. There are exciting projects going on across campus and you play a critical role. We rely on your expertise in helping students submit proposals using sound methodologies that comply with the ethical standards in your field.

Our online proposal submission, Mentor, has a new interface as of summer 2024. If you have used Mentor before, you may notice a new look with things shifted around a bit. We made minor updates to our instructions below. Please contact hprb@plu.edu with questions, comments, concerns, and/or compliments ☺.

Below, we provide an overview of the submission process, with a focus on your role as faculty supervisor.

Outline of General Review Process:

- Step 1: Student completes diagnostic pre-survey in Mentor to determine level of review (exempt, expedited, full board, QI, not research). This is optional but recommended. For Nursing QI projects, please see [separate QI handout](#).
- Step 2: Student creates a new proposal in Mentor.
- Step 3: Student answers all questions in Mentor (this can be done over time; all edits are saved automatically). When complete, student clicks button on main protocol page to request your signature.
- Step 4: You receive an automatically generated email from Mentor, saying proposal is ready for review by the faculty supervisor. The email provides a direct link to the proposal.

You can also access the proposal directly by signing into Mentor, clicking on the HPRB tab, clicking on Student Proposals in the menu on the left, and clicking on the Proposal Title. Mentor can be accessed through Quick Links on the HPRB website (www.plu.edu/hprb).

- Step 5: You should read through the entire proposal. Once in the proposal, on the main protocol page, click on [ANSWER, EDIT, OR REVIEW PROPOSAL QUESTIONS HERE!](#) . Student responses can be seen by clicking on the arrows by each proposal section (e.g., >> Project Summary) or by clicking the box to Expand All Sections.
- Step 6: You must also review all uploaded study documents (e.g., consent, debriefing, surveys). These are attachments at the bottom of the main protocol page.
- Step 7: Please provide feedback to your student within Mentor *before* the proposal is officially submitted to the HPRB for review. There are several ways this can be done. You can:
- Edit the proposal sections directly (using the Edit Answer button in each section/question). If you leave on Track Changes (little pencil in doc icon), your student can see the edits you made.
 - Write comments to the student at the bottom of each question (by clicking on Reader Comments).
 - Access study documents (e.g., recruitment scripts, consent documents, study instruments, debriefing, etc.) on the main proposal page (at the bottom). You can edit Word docs directly and/or provide comments using the Review function. The documents can then be uploaded back into Mentor for the student to review and edit.

- **IMPORTANT:** Please DO NOT click on the box for Request Revisions at the top of the main proposal page (this is for the HPRB Chair to use). The student can find your requests for edits by looking for questions with highlighted **Comments**.

Step 8: Once your comments are complete, email your student to say feedback is available in Mentor. Your student should make necessary edits and let you know when edits are complete. This can go back and forth until you are satisfied the proposal is accurate and complete.

At that point, you provide an electronic signature, which automatically submits the proposal to the HPRB for review by a Unit Designate. **IMPORTANT:** The proposal is not submitted and will not be reviewed by the HPRB until the faculty supervisor signs off.

Step 9: You will receive an automatically generated email saying the proposal has been received by the HPRB.

Step 10: Proposal is assigned to a Unit Designate for review. When this review is complete, HPRB chair is notified that the proposal is ready for additional review.

Step 11: HPRB chair reviews all materials, conveys Unit Designate comments to student/faculty supervisor, provides additional comments if needed, and generates an email letter to the student/faculty supervisor that either:

- Requests revisions: These are summarized in an email letter. Comments can also be accessed directly in the proposal in Reader Comments. Proposal sections with questions requiring revisions are marked in red at the top (e.g., **Revisions Required: 3**, meaning there are three questions that need to be revised). Questions requiring revisions are indicated by underlined Reader Comments at the bottom of the question.
- Makes a final determination on the proposal (e.g., approves it, verifies it as Quality Improvement, verifies that it is not considered “human subjects research” as defined by federal regulations).

Step 12: If revisions are requested within proposal sections, student makes changes by:

- Editing responses to the questions directly using the Edit Answer button.
- Responding in Reader Comments (e.g., to provide further information or provide a rationale for not making the requested changes)
- Once complete, the student should click the Submit Revisions for Review box at the bottom of each question. This will make the **Revisions Required** text go away and be replaced by **Revisions Submitted**.

Step 13: If revisions are requested to study documents, student makes necessary changes by:

- Editing study documents and uploading revised versions on main protocol page
- Adding missing documents on the main protocol page

Step 14: When all materials are complete, student clicks Submit Revisions for Review button at top left of main protocol page. This notifies the HPRB chair that materials are ready for review.

Step 15: This cycle can continue... or it can end with a final determination letter from the HPRB chair.

If there are any questions or feedback on these instructions or Mentor, please contact the HPRB at: hprb@plu.edu.