

**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 is exciting work going on across campus and you play a critical role. We rely on your expertise in helping students submit proposals using sound methodologies and complying with the ethical standards in your field.

We appreciate your patience and feedback as we work through the transition to our new online HPRB submission system. 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 handout.
- Step 2: Student creates a new proposal in Mentor.
- Step 3: Student answers all questions in all proposal sections in Mentor (this can be done over time; all edits are saved automatically). When complete, student clicks button on main protocol page to request faculty supervisor's signature.
- Step 4: Faculty supervisor receives 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. Faculty supervisor can also access the proposal by signing into Mentor, clicking on the HPRB tab, clicking on Student Proposals in the menu on the left, and then clicking on the Proposal Title. Mentor can be accessed on the HPRB website (www.plu.edu/hprb) using the Quick Links on the left side.
- Step 5: Faculty supervisor reads through entire proposal. Once in the proposal, on the main protocol page, click on → **ANSWER OR EDIT 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 (at top right).
- Step 6: Faculty supervisor reads through all uploaded study documents (e.g., consent, debriefing). These are attachments at the bottom of the main protocol page.
- Step 7: Faculty supervisor provides feedback within Mentor *before* proposal is officially submitted to the HPRB for review. There are several ways this can be done. Faculty can:
- Edit the proposal sections directly (using the Edit Answer button in each section/question).
 - 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). If these documents are in Word, the faculty supervisor can edit them directly and/or provide comments using the Review function. They 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, either at the bottom of each question or at the top of the main proposal page. The student can find your requests for edits by looking for questions where Reader Comments are underlined. The Request Revisions box is for the Unit Designate and/or HPRB Chair to use.

- Step 8: Once comments are complete, faculty supervisor emails student to say feedback is available in Mentor. Student makes necessary changes and lets faculty supervisor know edits are complete. This can go back and forth until the faculty supervisor is satisfied that the proposal is accurate and complete. At that point, faculty supervisor provides 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: Student and faculty supervisor receive an automatically generated email saying that 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.