

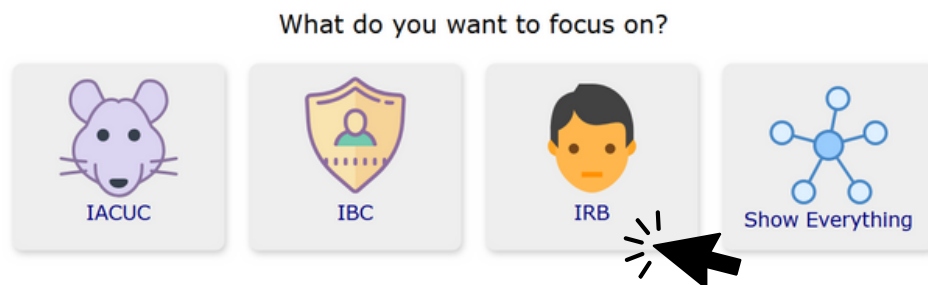
Intro to OneAegis

For Reviewers

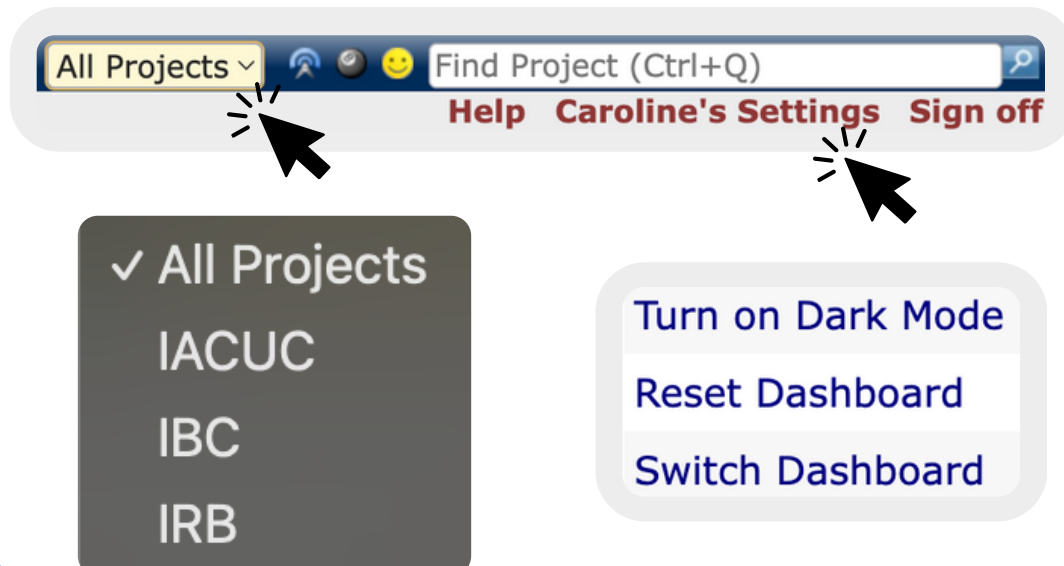
Overview

- [Accessing Meeting Agenda and Submissions](#)
 - [Downloading the Agenda](#)
 - [Completing a Review](#)
 - [Second Round Reviews](#)
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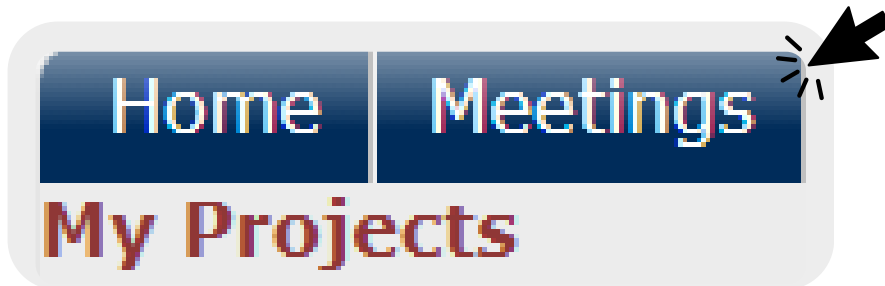
When you log in, you will be directed to the Project Switchboard. Select **IRB** or **Show Everything**. For more login instructions, click [here](#).



Optional: In the top right corner, click on **Your Name's Settings** to turn on Dark mode. You can also click **Reset** or **Switch Dashboard** to change to Bubble View. If you switch to Bubble View, select **All Projects** and then **IRB**, because this feature will reset when you switch dashboards.



Accessing Meeting Agenda and Submissions



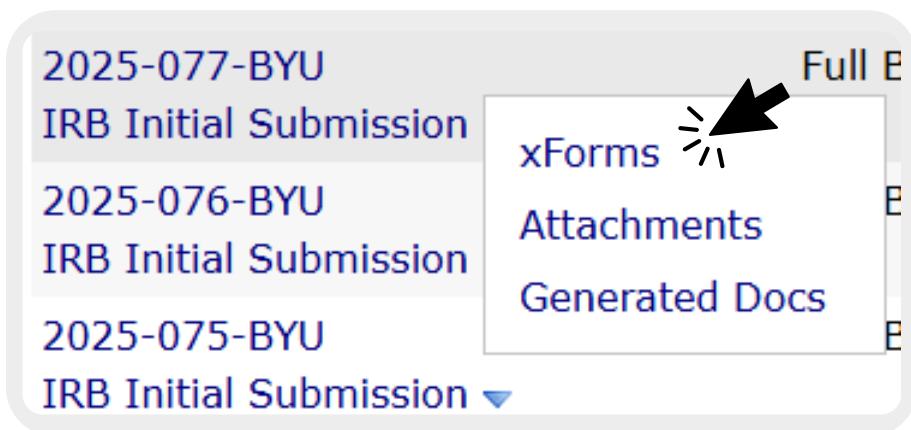
Start by clicking **Meetings** in the top left-hand corner.

Next, find the meeting you would like to view and click the white pages icon to be taken to the online version of that agenda.

A screenshot of a table titled 'Meetings'. The table has four columns: 'Action', 'Date', 'Committee', and 'Location'. The first row of data shows a white pages icon in the 'Action' column, the date '09/05/2025' in the 'Date' column, 'Test Committee' in the 'Committee' column, and 'Zoom' in the 'Location' column. An arrow points to the white pages icon.

Action	Date	Committee	Location
	09/05/2025	Test Committee	Zoom

To access study forms, hover your mouse over the dropdown arrow next to each study and select which forms you would like to view.



xForm: Applications, modification forms, renewal forms, adverse event forms

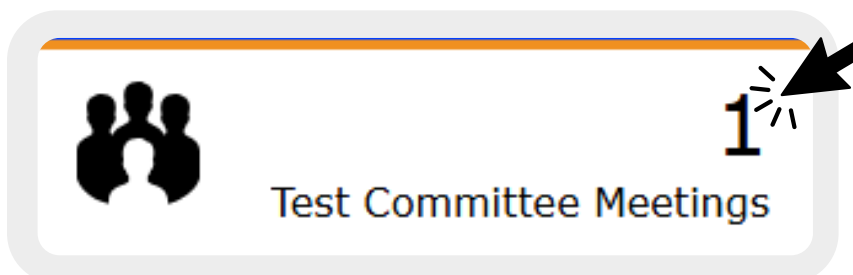
Attachments: Consent forms, questionnaires, recruiting tools, etc.

Generated Docs: Approval Letter

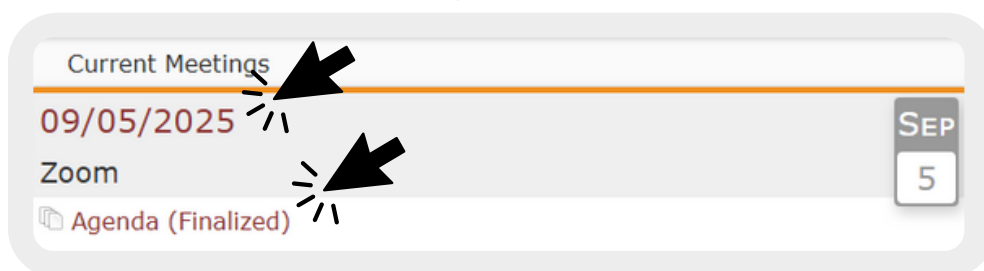
Downloading the Agenda

Login to [OneAegis \(OA\)](#) using your BYU username and password. See these [Additional Resources](#) for more login details.

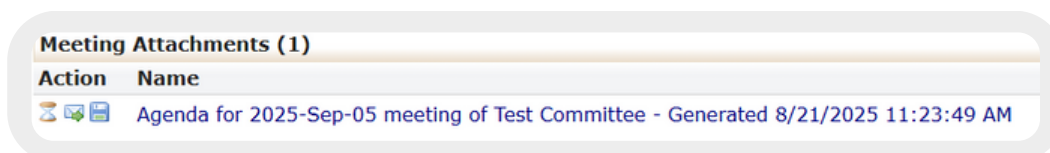
Click on the **Committee Meetings** tab.



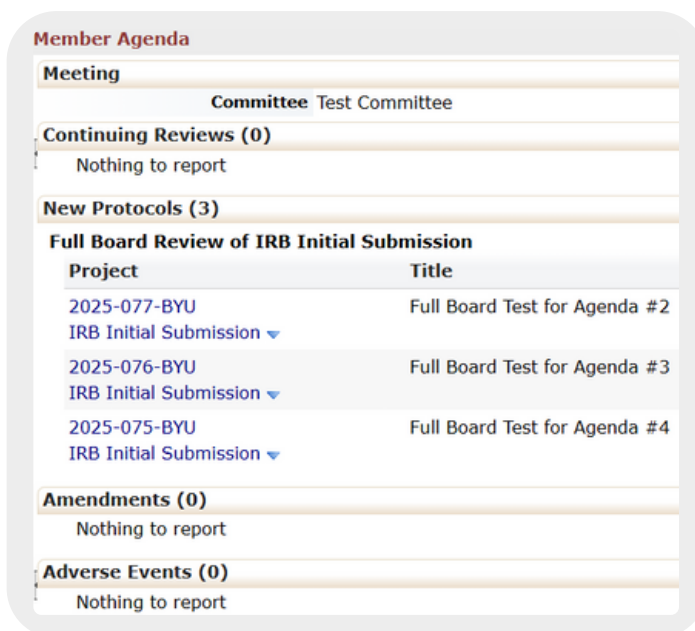
There are two ways to view an agenda under the **Current Meetings** tab.



To download the agenda as a Word document, click on the Date to be directed to **Meeting Attachments**.

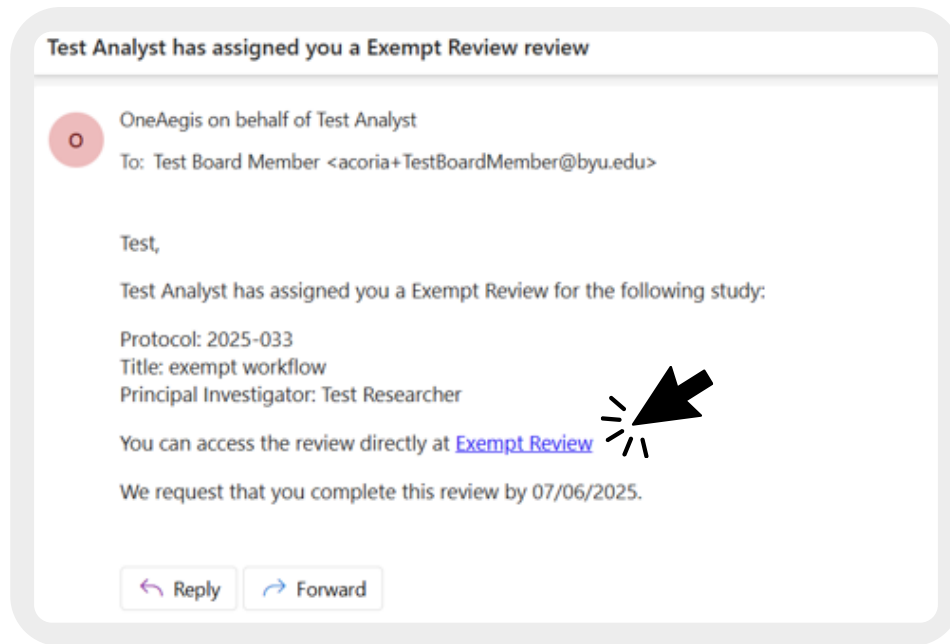


To view the online version of the agenda, click on **Agenda (Finalized)**.

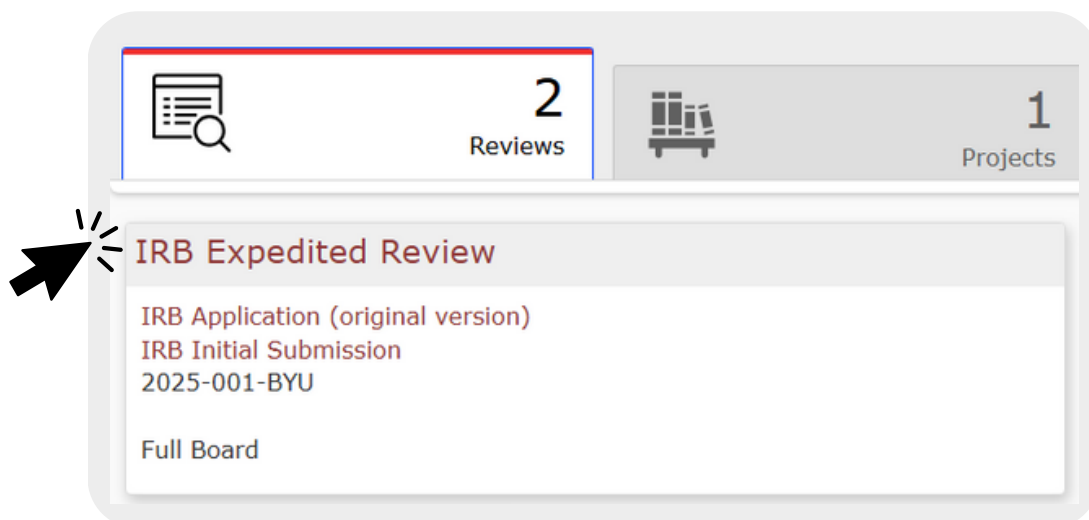


Completing a Review

Step 1: When you are assigned a review, you will be notified via email. The email will contain a link to the review. An example of the email notification is below.

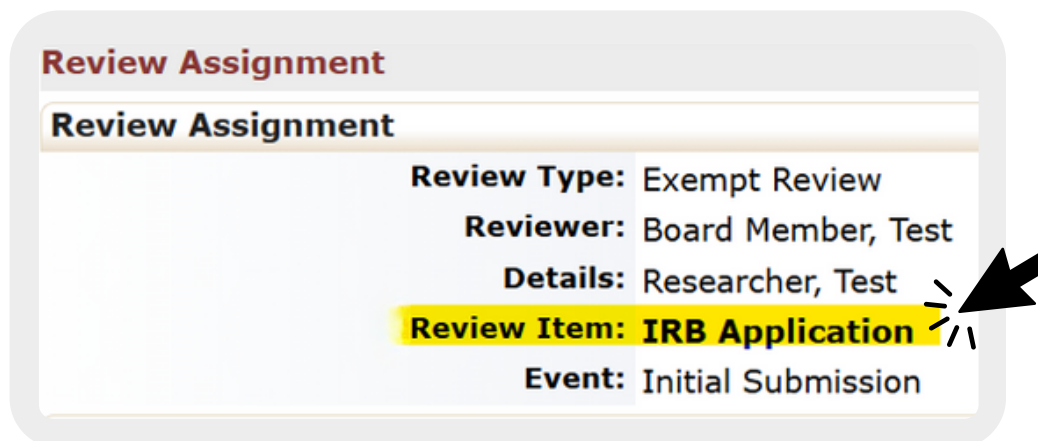


It is recommended that you use the email link, but you can also find the reviews you've been assigned on your OneAegis dashboard. Scroll to the bottom of the page and select the Reviews tab. Find the review with the correct IRB number and PI. Click the review link at the top of the card to open your review.



Completing a Review (continued)

Step 2: The link in the email or the link on your OneAegis dashboard will take you to the Submission Review Checklist (for expedited reviews only). To view the application, click **IRB Application** (located at the top left of your screen) next to Review Item. This will open the application in a new tab. Feel free to use multiple screens or a split screen to view the application and your reviewer checklist at the same time.



Review Assignment

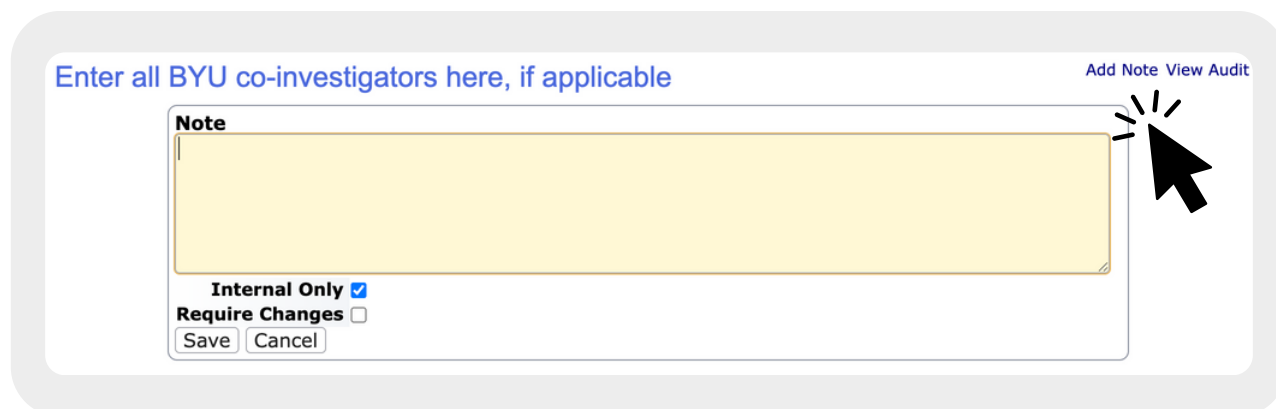
Review Assignment

Review Type:	Exempt Review
Reviewer:	Board Member, Test
Details:	Researcher, Test
Review Item:	IRB Application
Event:	Initial Submission

An arrow points to the 'Review Item: IRB Application' field, which is highlighted in yellow.

Step 3: On the tab displaying the application, you can leave notes on questions you would like to request changes on.

- Leaving notes on the application:
 - Each question on the application will have an **Add Note** option to the right of the question text. Click **Add Note** to add comments about the question.
- Notes will default to **Internal Only** which means that the investigators will not see these comments if/when the submission is sent back to them. Please keep this box checked to communicate with the IRB staff, who will compile all the notes to send back to the PI. Do not check the Require Changes box. Be sure to click **SAVE** on each of your notes.
- To edit a note, click the hand holding the envelope on the bottom right of the note box.
- When you have finished reviewing the application, click **Save** at the bottom of the page and move to the Reviewer Checklist.



Enter all BYU co-investigators here, if applicable

Add Note View Audit

Note

Internal Only ☒
Require Changes ☐
Save **Cancel**

An arrow points to the 'Add Note' button.

Completing a Review (continued)

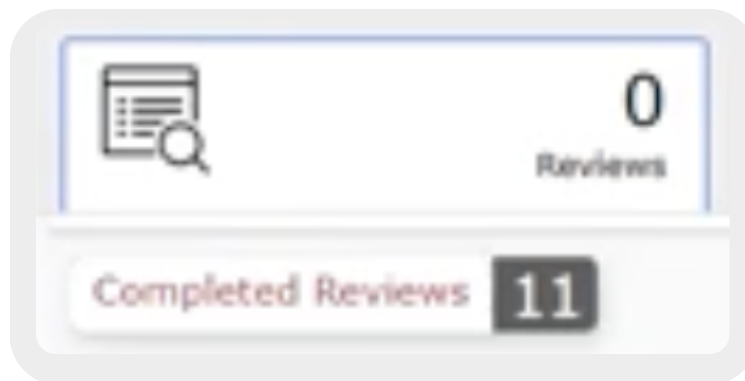
Step 4: On the tab displaying the Review Checklist, answer the review questions and determine your review outcome. The following are descriptions of each of the review outcomes.

Reviewer Determination	Definition
Approval Pending	The study is generally in acceptable condition but requires minor revisions or clarifications before it can be approved. These minor changes typically involve adding or correcting non-substantive information—such as missing details, small inconsistencies, or clarifications—that do not affect the assessment of risks, benefits, or participant protections.
Approved Expedited	The study meets all regulatory criteria for approval under 45 CFR 46.111 and that the designated reviewer moves to approve the study as is. The study poses no more than minimal risk.
Exempt	The activity is human subjects research, but it meets criteria for exemption in one or more regulatory categories (1–8) and poses no more than minimal risk.
Not Human Subjects Research (NHSR)	A project is considered NHSR when it does not involve living individuals about whom an investigator obtains (1) data through intervention or interaction, or (2) identifiable private information or identifiable biospecimens.
Not Research	The activity does not meet the federal definition of research — it is not a systematic investigation designed to develop or contribute to generalizable knowledge.
Refer to Full Board	This determination is made when the study involves more than minimal risk, includes vulnerable populations requiring additional protections, or does not fit within any exempt or expedited review category under 45 CFR 46. A reviewer or IRB staff member may also refer a study to the full board if the risk–benefit balance is unclear, if there are ethical concerns requiring group discussion, or if disapproval might be considered (since expedited reviewers cannot disapprove research). Once referred, the study will be placed on the next available IRB agenda, distributed to members for pre-review, and discussed during a convened meeting where approval, modifications, deferral, or disapproval may be determined.

Completing a Review (continued)

Step 5: Once you are done with your review, click **Next** either at the bottom of the page or the top right.

Step 6: On the next page, click **Submit**. You can then close both the tab for the review and the tab with the application if you had two windows open. After a few minutes, your number of completed reviews will update.

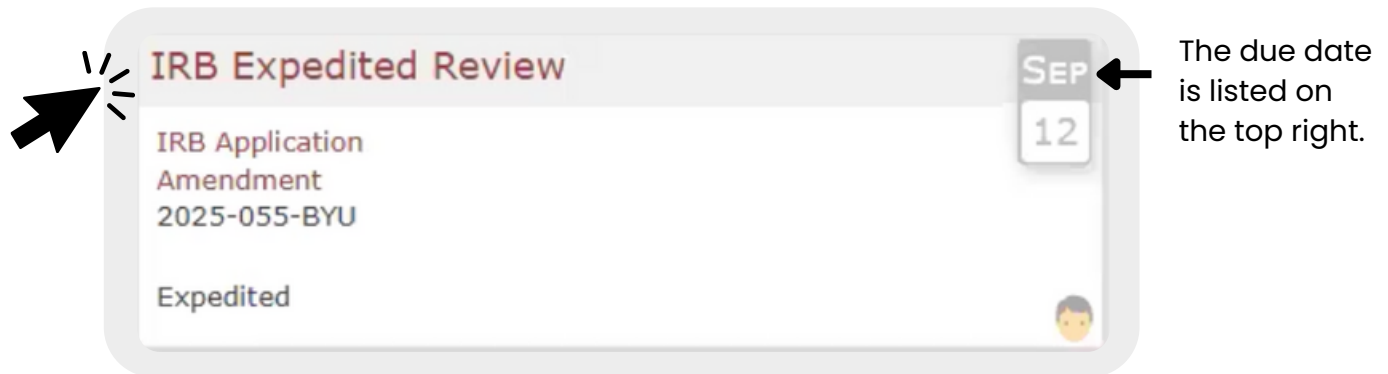


Second Round Reviews

After the first round of an expedited review, the IRB may compile notes and require the PI to make changes. When the PI finishes their revisions, an IRB analyst will assign the review to you for a second time.

Step 1: You will receive an email to notify you that you have been assigned to review a study. Follow the link in the email or click on the study in your OneAegis dashboard to open it. (for more detailed information click [here](#))

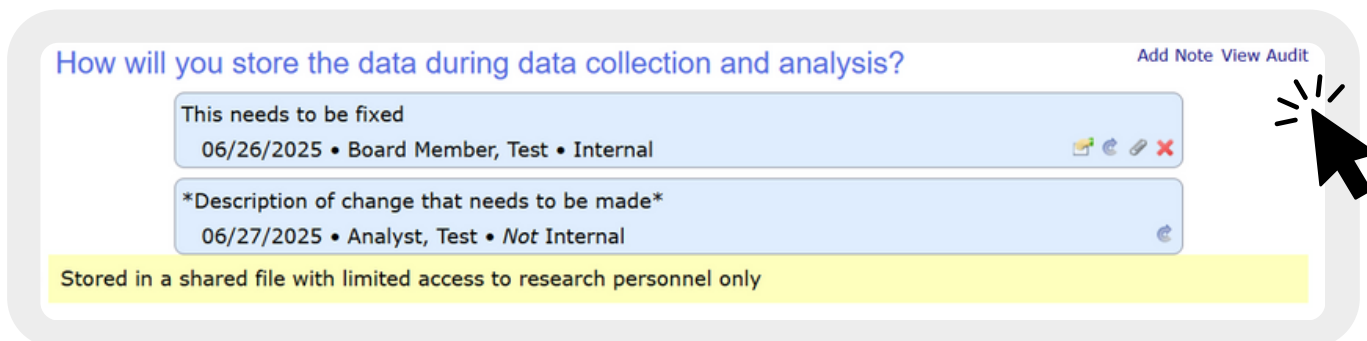
This will open a review checklist containing all of your first round comments.



Step 2: Open the [IRB Application](#) in the top left corner.

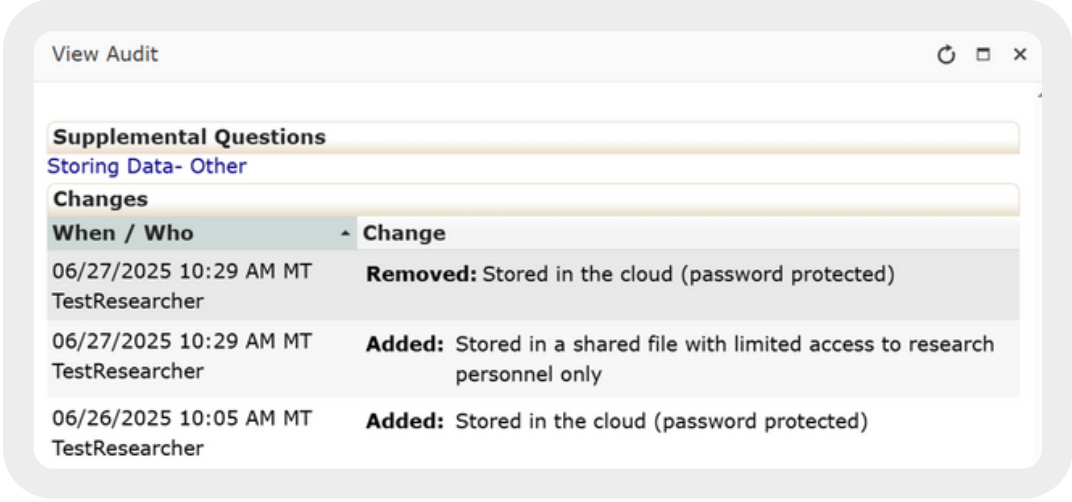
Step 3: Review the revised application.

Investigator's responses are highlighted in yellow. These are places that have been edited since you last saw the application. Reviewer comments are marked **Internal**, and staff comments for the PI to view are marked **Not Internal**. If you would like to view what was changed on the question, click **View Audit** to the right of the question text.



Second Round Reviews (continued)

This will open a pop-up where you can see who made the change and what the field contained before.



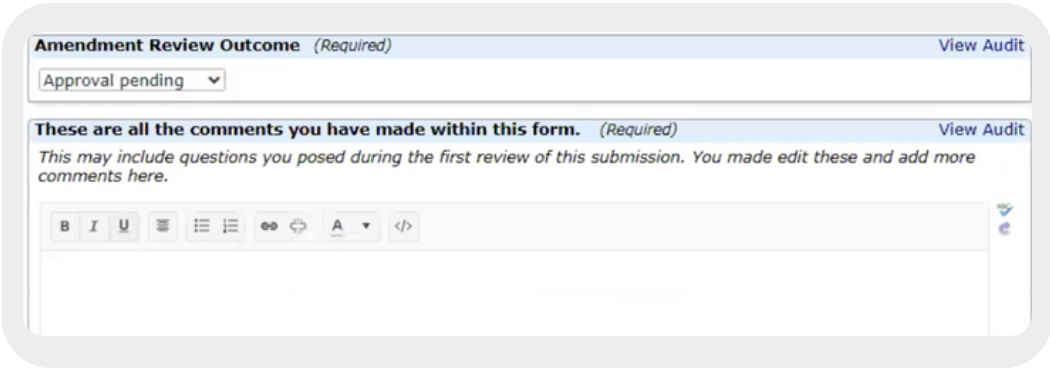
The screenshot shows a 'View Audit' window with a title bar containing a refresh icon, a maximize icon, and a close icon. The main content area has a header 'Supplemental Questions' with a sub-header 'Storing Data- Other'. Below this is a section titled 'Changes' which contains a table with two columns: 'When / Who' and 'Change'.

When / Who	Change
06/27/2025 10:29 AM MT TestResearcher	Removed: Stored in the cloud (password protected)
06/27/2025 10:29 AM MT TestResearcher	Added: Stored in a shared file with limited access to research personnel only
06/26/2025 10:05 AM MT TestResearcher	Added: Stored in the cloud (password protected)

Step 4: Revise your checklist based on the PI's revisions. You can delete your comments from the first round if they are no longer applicable.

Step 5: Select your review outcome from the dropdown.

Note: The comment box will be automatically populated with your responses from the first form. You will need to copy and paste any new comments into the box below before you submit.



The screenshot shows a form titled 'Amendment Review Outcome (Required)' with a 'View Audit' link in the top right. Below the title is a dropdown menu showing 'Approval pending'. Below this is a section titled 'These are all the comments you have made within this form. (Required)' with a 'View Audit' link. A text box contains the instruction: 'This may include questions you posed during the first review of this submission. You made edit these and add more comments here.' Below the text box is a rich text editor toolbar with buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, text color, background color, and source code. The text area below the toolbar is empty.

Step 6: Once you are done with your review, click **Next** either at the bottom of the page or the top right.

Step 7: On the next page, click **Submit**. You can then close both the tab for the review and the tab with the application if you had two windows open.