

# RAPPORT Quick Guide

## Designated Reviewer

### Notifications

You will receive an email from no-reply@rapport.dartmouth.edu with a notification of designated reviewer assignment. You can access the submission for review from the notification e-mail you receive or by navigating to My Inbox in RAPPORT.

**To access the submission from the e-mail:**

1. Open the e-mail informing you about a designated reviewer assignment.
2. To access the Study Workspace, click the link next to **Link**.
3. If prompted, log in to RAPPORT.

Notification of Designated Reviewer Assignment

**To:** Joe Smith

**Link:** [MOD00000034](#)

**P.I.:** [Investigator 1](#)

**Title:** RAPPORT Test Study

**Description:** A submission has been assigned to you for review. Please click on the link to access the project workspace.

Committee for the Protection of Human Subjects (CPHS)

### Logging into RAPPORT

To log in to RAPPORT, enter your NetID and your Dartmouth password. If not know your NetID or password, use the links below the login form.



Login as  
 NetID:   
 Password:   
  Remember me  
After signing into this site, you are bound by the terms and conditions set forth when you received your account.  
[Look up your NetID here.](#)  
[Reset your password here.](#)

you do

### My Inbox

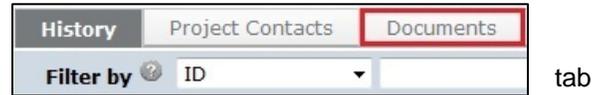
CPHS studies that are assigned to you for action appear in My Inbox with a link to the study. You will also receive an e-mail with a link to the study (described above).

### Viewing the Study Details

As a designated reviewer, you often need to view all the information submitted as part of the study. To view the details of a study from My Inbox, click the title of the study. This brings you to the Study Workspace. Click **Printer Version** to also see all of the pages in the study workflow on a single screen.

**To view the documents submitted as part of the study, you have these options:**

- While viewing the details of the study in **Printer Version** click the name of each document as you encounter it while scrolling down the page. Documents are listed in tables throughout the forms.
- While still in the Study Workspace you can view a list of all the attached documents in one place by clicking the **Documents** (see example, right).



History    Project Contacts    **Documents**  
 Filter by    tab

**To view the information from other reviews:**

- From the Study Workspace, click on the **Reviews** tab.
- The Pre-Review and applicable Ancillary Reviews are shown, providing you with the reviews and notes made by the CPHS Office and other departments, committees or reviewers, respectively.

**To view the changes which have been made to the study (if applicable):**

- Use the **View Differences** in the Study Workspace to modifications new to the current submission.
- Use the **Snapshots** tab to compare the current version of the study to any previous version.

### Completing Designated Reviews

For non-committee reviews, after reviewing a submission, you must record the decision in RAPPORT. Recording the decision completes the review and moves the study forward in the CPHS process.

To complete a designated (or non-committee) review:

1. Click **Submit Designated Review** on the left.
2. If true, check the box to indicate that you do not have a conflicting interest. (For more details about conflicting interests, click the  icon or contact the CPHS Office.)
3. Answer the relevant questions, paying special attention to each required question marked with a red asterisk (\*).
4. (Optional) Add comments and attach documents related to the review. These comments and notes will only be visible to the CPHS Office and future designated reviewers. They will **not** be visible to members of the study team.
5. Once you have entered all the relevant information and are ready to submit your final decision, answer **Yes** when asked if you are ready to submit this review. Otherwise, answer **No**, which saves the answers already selected and enables you to return to update the information and/or complete the review at a later date.
6. Click **OK**.



When you have submitted your final decision, the CPHS Office can officially communicate the decision to the study team.

## More Information

For more information on designated reviews, contact the [CPHS office](#).