

## Analyst/Reviewer Communication in Human Ethics

One of the most frequently asked questions I hear during Human Ethics implementations is how to capture comments or information analysts want reviewers to see for their review that isn't specific to a question in a protocol submission. The comment field on the analyst checklist isn't visible to reviewers. So, how can they communicate?

One of the creative ways I've seen users accomplish this is to choose a question in the form that doesn't typically need comments or editing by the research team (this may be a different form question for each institution) and add a restricted comment. These comments are visible to any analyst or reviewer but not to the research team. Making this part of your standard process is a simple and effective way of capturing analyst-reviewer communication.

The screenshot shows the Cayuse Human Ethics interface. At the top, the logo and navigation tabs (Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, More) are visible. The main header indicates the submission details for 'Webinar Demo Study - Initial' under IRB NUMBER: IRB-FY2022-12. A left sidebar lists sections from '1- Getting Started' to '9- Attachments', with '7- Participant Protection' and '9- Attachments' marked with a '1' in a speech bubble. The main content area for 'Participant Protection' includes an 'Informed Consent Form' section with a file named 'Sample Informed Consent.pdf'. Below this is a 'Collapse Comments' section showing a comment by 'Vicky King' from 'Today at 6:09 AM' with a 'Visibility: Restricted' dropdown. The comment text reads: 'This restricted comment on the attachment summary screen is an example of how to capture analyst-reviewer communication not related to a specific form question.' Below the comment is a rich text editor with a toolbar and a 'SAVE COMMENT' button.