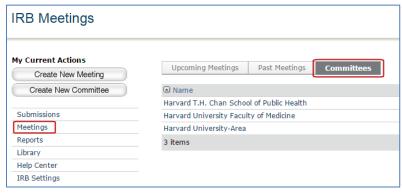## OVERVIEW

The Edit Protocol Viewer List activity provides read only access to individuals who must have access to all studies reviewed by a particular IRB office. For example, this access would be granted to those in the Sponsored Programs office to access ESTR as part of their daily responsibilities.
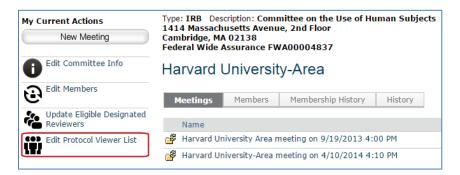
★ **Only a person with the "IRB Director" role in the system may conduct this activity.**

STEPS TO COMPLETE EDIT PROTOCOL VIEWER LIST

1. Go to irb.harvard.edu
2. Go to the "meetings" shortcut on the left
3. Click on the "committees" tab
4. Select the Committee name (Harvard T.H. Chan School of Public Health, Harvard Medical School, or Harvard University-Area).

5. In the committee workspace, select the activity called "Edit Protocol Viewer List"

6. Add names here to give individuals access to view everything reviewed by the selected IRB office