After pSites have been invited to join your approved study, a new tab titled “SITES” will be listed in your study’s workspace. To access, open the REB tab, and click on the approved study name. You will now see the “sites” tab. This is where you can view and quickly see each pSite’s state of review. Note: You can only see the pSite submission once it has been sent by the host institution to the BoR.

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**Key States of Review:**

**INVITATION PENDING**
BoR is in the process of approving the addition of a pSite. At this time the pSite workspace is not visible in the pSite’s institutional REB.

**AWAITING SITE MATERIALS**
The BoR has approved the pSite invitation and it is now with the pSite institution.

**PRE-REVIEW STATE**
The pSite has been received by the BoR and will be assigned for ethics review.

**DELEGATED / BOARD REVIEW STATE - PSITE ID**
Once the application is received by the BoR, documents and the application for the pSite can be viewed by the Lead Site.

By going through the REBX and a common BoR for all site approvals:
- communication and documentation is streamlined,
- collaboration visible,
- and required documentation is drastically reduced.

Timelines for participating site approvals are condensed because all additional applications are reviewed within the context of the Lead site’s approved application and shared documentation.
**ACTIVE pSITES**

Once a pSite has been approved by the Board of Record, the state will change to ACTIVE and the certificate can be viewed by the Lead Site.

**How can I see pSite applications and certificate?**

While a pSite is in review with the BoR, the Lead site can open the SITES tab and click on the name of the pSite to open the pSite application view.

![Image of pSite application view](image)

In this view you can see: the current state, the pSite ID (which also acts as a link to the application), activity history for the pSite, and a link to the letter of approval once issued.

**How can I see pSite documents?**

While in the pSite workspace, the Lead site can access pSites’ uploaded documents including consent forms, recruitment materials, and other attachments specific to the site.

Click the "VIEW SITE" button in the left menu bar to access local site information, funding information, local site consent forms and other uploaded documents.

![Image of pSite documents](image)

**Local Site Documents**

1. **Consent Forms**
   - Document: [blank](1234)
   - Document Date: 12/8/2021 1:17 PM
   - Upload Date: 12/8/2021 1:17 PM
   - Version: 1234
   - History

2. **Recruitment Materials**
   - Document: [blank](1234)
   - Document Date: 12/8/2021 1:17 PM
   - Upload Date: 12/8/2021 1:17 PM
   - Version: 1234
   - History

3. **Other Attachments**
   - Document: pSite-21-0018.html(0.01)
   - Document Date: 12/8/2021 1:27 PM
   - Upload Date: 12/8/2021 1:27 PM
   - Version: 0.01
   - History