Quick Guide

How to Access a Study or Submission

This quick guide provides information on how to access a study or submission.

WHO:

- Principal Investigators (PIs)
- Study Teams

WHEN:

- Accessing a study or a submission.

HOW:

1. After login, the default view is the My Inbox page.
   a. My Inbox shows all the submissions that require action by you or the study team.

Note

- The newest items default to the bottom of the listing.
- Submissions include initial studies (STUDY), modifications (MOD), continuing review (CR), modifications and continuing review (MODCR) and Report New Information (RNI).
- You can sort the columns by selecting the column title.
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b. Locate the submission and select the ID or name (title) to open the workspace for the submission.

Note
- The study workspace is a workspace that is created for the initial study submission. It also includes the subsequent history of the study with links to related submissions. It is opened when you click on a submission that includes STUDY in the ID.
- There are separate workspaces for modification submissions (ID: MOD), continuing review submissions (ID: CR), modification and continuing review submissions (ID: MODCR) and Report New Information (ID: RNI) submissions.

c. Within the workspace, you can perform required actions.

Note
- Actions required will depend on your role, the state of the study (e.g. pre-submission, clarification requested), and the submission type.
2. If you need to access a study or study submission that is not listed in My Inbox:
   a. Select “IRB” from the Top Navigator menu.
   b. After you select IRB, the default view is the Submissions page.
   c. Select the appropriate Submissions tab:
      i. To access submissions pending action, select the “In-Review” Tab.

Note
- The submission could be pending action by any party (e.g. IRB, study team).
- The default view on the Submissions page displays the “In-Review” tab.
- The In-Review tab displays submissions pending action; these states include pre-submission, pre-review, non-committee review, modifications required, clarifications requested, deferred, and post-review.
ii. To access studies in a final state, select the “Active” tab.

Note
- The Active tab displays submissions in a final state; these states include approved, external IRB, human research – not engaged, lapsed, suspended, and not human research.

iii. To access studies not in an active state, select the “Archived” tab.

Note
- The Archived tab displays submissions that are not in an active state; this includes submissions that have been closed, terminated, disapproved, or discarded.
iv. To access reportable new information submissions, select the "New Information Reports" tab.

Note

- The New Information Reports tab displays Report New Information (RNI) submissions; this includes RNI submissions in various states.

v. To access all study submissions, select the “All Submissions” tab.

Note

- The All Submissions tab displays all of your submissions, regardless of the state; this includes all of your submissions within the system, regardless of the state it is in, including studies and new information reports.
d. Locate the study or submission and select the folder icon or name (title) to open the workspace.

Note
- The study workspace is a workspace that is created for the initial study submission. It also includes the subsequent history of the study with links to related submissions. It is opened when you click on a submission that includes STUDY in the ID.
- There are separate workspaces for modification submissions (ID: MOD), continuing review submissions (ID: CR), modification and continuing review submissions (ID: MODCR) and Report New Information (ID: RNI) submissions.

e. Once the workspace opens, you can perform available actions.

Note
- Actions available will depend on your role and the state of the study (e.g. pre-submission, pre-review, approved).