

Quick Guide: Find “Acknowledged” Documents

When to Use This Guide

Use this guide to find documents that have been given an outcome of “Acknowledged” by the IRB. This is most often done for post-approval submissions like Protocol Violations, Adverse Events, and Reporting Forms.

Background

Sometimes, the IRB acknowledges—rather than approves—a submission and its associated documents. More information is available at these links:

- [IRB/HRPP Review of Adverse Event Reports](#)
- [IRB/HRPP Review and Definitions](#)

Instructions

1. From the study dashboard, click **Other IRB Study Documents**.

The screenshot shows the 'Submissions' page in the IRB Study Assistant. The 'Other IRB Study Documents' link is highlighted with a red box. The page displays a list of submission categories and a table of outstanding submissions.

Track Location	Ref Number	Request Type	Process Submission
Routing In Process		Reporting Form	Retract Submission

2. The **Other IRB Study Documents** page will likely default to show items under the **Approved** tab. This will show a list of approved items, but it omits the “acknowledged” items.

The screenshot shows the 'Other IRB Study Documents' page. The 'Approved' tab is highlighted with a red box and an arrow. The page displays a list of approved documents with the following columns: View History, Edit, Version, Sponsor Version, Title, Document Outcome, Approval Date, Expiration Date, File, Stamped File, Checked Out By, and Hide.

View History	Edit	Version	Sponsor Version	Title	Document Outcome	Approval Date	Expiration Date	File	Stamped File	Checked Out By	Hide
		1.0 10/20/2021		Drug Diary Study handouts	Approved	01/05/2022			458.05 KB		
		1.0 02/13/2020		IND Letter FDA Correspondence	Approved	01/05/2022			51.16 KB		
		1.0 10/01/2011		Investigator Brochure Investigator brochure	Approved	01/05/2022			973.83 KB		

- Click the **All** tab to see a list of all other study documents. Note: These tabs might appear in a different order on your screen than depicted here.

The screenshot shows the top section of the interface with various filters and a navigation bar. The 'All' tab is highlighted with a red box. Below the navigation bar, it says '11 result(s) found...'. The table below has columns: View History, Edit, Version, Sponsor Version, Title, Document Outcome, Approval Date, Expiration Date, File, Stamped File, Checked Out By, Create Revision, and Hide.

- Once you are on the **All** tab, select “Acknowledged” from the **Document Outcome** drop-down menu. Then, click **Filter Documents**.

This screenshot shows the 'Document Outcome' dropdown menu set to 'Acknowledged' (indicated by a red box and a '1'). The 'Filter Documents' button is also highlighted with a red box and a '2'. The 'All' tab remains selected in the navigation bar.

- You have now sorted the list of all study documents to show only those which have been given a designation of “acknowledged” by the IRB.

The screenshot shows the results after filtering. The 'Reset Filters' button is now green with a checkmark. The table shows one result:

View History	Edit	Version	Sponsor Version	Title	Document Outcome	Approval Date	Expiration Date	File	Stamped File	Checked Out By	Create Revision	Hide
<input type="checkbox"/>		1.0 11/14/2022		DSMB Report Nov 2022 DSMB report	Acknowledged	11/22/2022			129.92 KB			