Track Your IRB Submission Status

1. From the iRIS home screen, click **View my Studies Submissions**.

2. In the **Studies Submission Status** table, make sure the **In Progress** tab is selected. Then, click on the **Steps** icon for one of the studies listed in the table.

3. A new section will expand to show a diagram and a table of the IRB review process. The diagram shows a series of review process steps. The step highlighted in orange represents where your study is in the review process. In this example, the submission is currently in the IRB “Pre-Review” step.
4. The table has expandable/collapsible rows with additional details of the submission’s movement through the review process. Expand a row either by clicking the + (plus) icon within the table, or by clicking on one of the diagram steps.

In this example, the “Pre-Submission” step (i.e., before the study was submitted to the IRB) consists of two actions:

- First row: The Adverse Event Reporting Form was waiting to be submitted at 11:55 AM on 3/11/22.
- Second row: The PI signed off on the form at 11:56 AM on 3/11/22. You can click the “View Signoff” button to see documentation that an electronic signature was applied by the PI.

5. Expanding the “IRB” section of the table shows us where the submission is in the IRB review process:

- First row: The IRB received the submission on 3/11/2022
- Second row: The submission was assigned to an IRB analyst (Andrew Irbino) on 3/18/22
- Third row: The IRB assigned a pre-review action of “returned for corrections” on 3/21/22, three days after the previous action. This means that the IRB analyst has been screening the submission and determined revisions are needed. The next action will be for the IRB analyst to send the submission back to the study team with stipulations.
Rows will continue to be added for every action taken on the study, such as:

- Submission returned for corrections
- Response to corrections received
- Submission assigned to Full Committee IRB agenda
- All reviewers completed the review of the submission
- Outcome of approved

Other Helpful Features of the Table:

- If a submission is returned to the study team for multiple rounds of stipulations, each round will be labeled within the table.

Linked buttons allow you to view associated documents like stipulations and PI signoffs.
• The **Actions** column identifies submissions that have incomplete tasks. Click the **Steps icon** to see the pending item, then click on the link to complete the task. In this example, the PI has not signed off on the submission. Clicking the “Pending Signoff” button will take the PI to the signoff page.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Task Status</th>
<th>Task Action/Details</th>
<th>Task Name</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pre-Submission</td>
<td>Retract Submission</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>Study Closeout Report is waiting to be submitted</td>
<td>03/11/2022 01:29 PM PST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td>Study Closeout Report has been retracted</td>
<td>03/11/2022 01:29 PM PST</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pending Signoff</td>
<td>Dr. Busy MD as Principal Investigator review and apply signoff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More examples of tasks that can be completed through these linked buttons: Retract Submission, View Signoff Routing List, Complete the Correction, Send Submission, etc.

• If other boards are reviewing this submission in iRIS, their review processes will display in both the diagram and the table. Here is an example of a study that receives IRB review and CRS Advisory Board review:

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**IRB process**

**CRS process**

<table>
<thead>
<tr>
<th>Task Status</th>
<th>Task Action/Details</th>
<th>Task Name</th>
<th>Date Created</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Submission</td>
<td>Retract Submission</td>
<td>09/16/2021 09:00 AM PDT</td>
<td>09/30/2021 07:24 PM PDT</td>
<td></td>
</tr>
<tr>
<td>IRB Mount Zion Committee</td>
<td>09/30/2021 07:24 PM PDT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRS Advisory Board</td>
<td>09/30/2021 07:24 PM PDT</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>