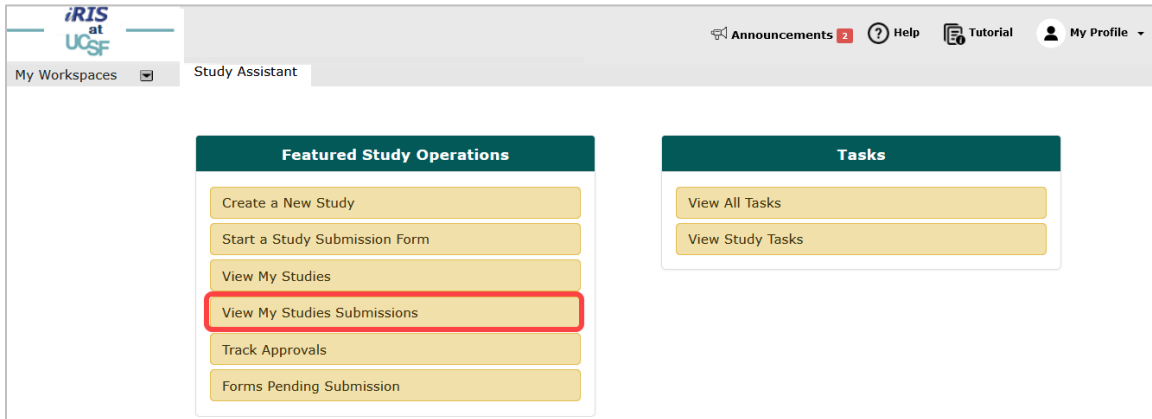


Track Your IRB Submission Status

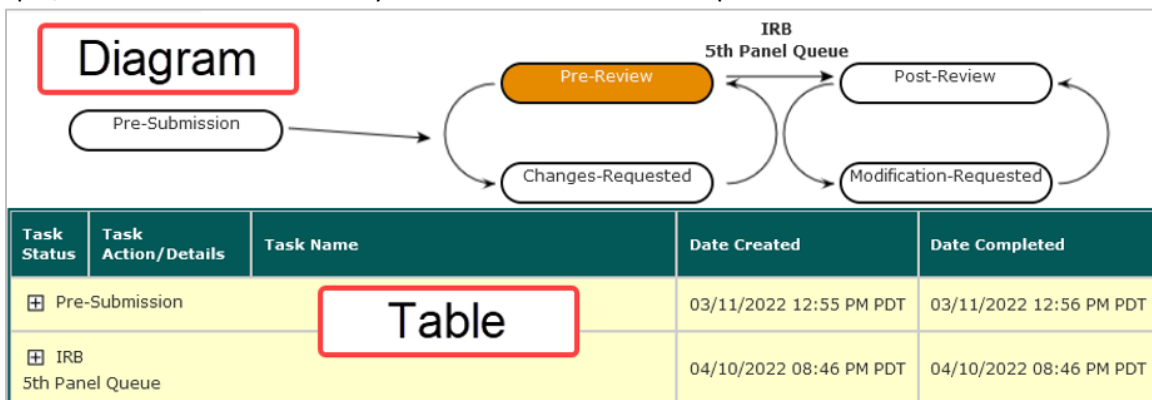
1. From the iRIS home screen, click **View my Studies Submissions**.



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.

Studies Submission Status - In Progress									
Search for RB Number, Title, Alias									
In Progress									
Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form Author	Date Submitted	Actions	
	327817	IRB	20-33102	Protocol Enrollment Exception Request Form	Dog yoga and it's affect on human happiness	Iman Analyst	03/18/2022 02:22 PM PDT	Steps	
	327170	1) CRS Advisory Board 2) IRB	2) 12-10334	Study Closeout Report	Randomized trial of cats taking naps of different lengths	Iman Analyst	03/11/2022 01:29 PM PST	Incomplete Tasks Open Steps to Complete Steps	
	327795	IRB	21-35185	Adverse Event Reporting Form	Observational trial with a plausible study title	Iman Analyst	03/11/2022 12:30 PM PST	Steps	
	327788	1) CRS Advisory Board 2) IRB	2) 22-35349	Initial Review Submission Packet	Test study scenario #3593822	Iman Analyst	03/11/2022 12:29 PM PST	Steps	

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.

Task Status	Task Action/Details	Task Name	Date Created	Date Completed
<div style="border: 1px solid red; padding: 2px;"> ⊞ Pre-Submission </div>				
Completed		Adverse Event Reporting Form is waiting to be submitted	03/11/2022 11:55 AM PST	03/11/2022 11:55 AM PST
Completed	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">View Signoff</div>	Imagood Researcher MD as Principal Investigator review and apply signoff	03/11/2022 11:55 AM PST	03/11/2022 11:56 AM PST
<div style="border: 1px solid gray; padding: 2px;"> ⊞ IRB 5th Panel Queue </div>				

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.

Task Status	Task Action/Details	Task Name	Date Created	Date Completed
<div style="border: 1px solid gray; padding: 2px;"> ⊞ Pre-Submission </div>				
<div style="border: 1px solid red; padding: 2px;"> ⊞ IRB 5th Panel Queue </div>				
Received		IRB Committee 5th Panel Queue received the submission	03/11/2022 11:56 AM PST	
Received		Andrew K. Irbino has been assigned as the analyst	03/18/2022 12:00 PM PST	03/18/2022 12:00 PM PST
Completed		IRB - 5th Panel Queue Committee assigned a Pre-review action of Returned for Corrections	03/21/2022 01:15 PM PST	03/21/2022 01:15 PM PST

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.

IRB Parnassus Committee		
Round 1 ← Round 1		
Completed		CHR Committee Parnassus Panel received the submission
Completed		Andy Analyst, CIP has been assigned as the analyst.
Completed		CHR - Parnassus Panel Committee assigned a Pre-review action of On Agenda
Completed		CHR - Parnassus Panel Committee assigned a Pre-review action of Returned for Corrections
Completed	View the Correction	CHR Committee Parnassus Panel returned the submission for correction
Round 2 ← Round 2		
Completed	View Signoff	Dr. Busy MD Co-Principal Investigator review and apply signoff
Completed		CHR Committee Parnassus Panel received the submission
Completed		Andy Analyst, CIP has been assigned as the analyst.
Completed		CHR - Parnassus Panel Committee assigned a Pre-review action of Returned for Corrections
Completed	View the Correction	CHR Committee Parnassus Panel returned the submission for correction

- Linked buttons allow you to view associated documents like stipulations and PI signoffs.

Round 2		
Completed	View Signoff	Dr. Busy MD Co-Principal Investigator review and apply signoff
Completed		CHR Committee Parnassus Panel received the submission
Completed		Andy Analyst, CIP has been assigned as the analyst.
Completed		CHR - Parnassus Panel Committee assigned a Pre-review action of Returned for Corrections
Completed	View the Correction	CHR Committee Parnassus Panel returned the submission for correction

- 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.

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

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:

Task Status	Task Action/Details	Task Name	Date Created	Date Completed
Pre-Submission		Retract Submission	09/16/2021 09:00 AM PDT	09/30/2021 07:24 PM PDT
IRB	← IRB process	Mount Zion Committee	09/30/2021 07:24 PM PDT	
CRS Advisory Board	← CRS process		09/30/2021 07:24 PM PDT	