




Instructions for Study Status updates:

-  Log into your iRIS account
-  Scroll to “Studies Submission Status” table, make sure the “In Progress” tab is selected.
-  Click on the “Steps” icon in the rightmost column.

A new section will expand to show a diagram and a table of the IRB review process (and, if applicable, other reviews also happening in iRIS for this study, e.g., CRS Advisory Board, GESCR, etc.).

The diagram shows a series of review process steps. The step highlighted in **orange** represents where your study is in the review process. Click on that step, and the table will expand to show details of that step.

As you move through the timeline, read the descriptions in the table to see if there are any updates, e.g.:

“IRB RECEIVED THE SUBMISSION”

“[ANALYST NAME] HAS BEEN ASSIGNED AS THE ANALYST”

“IRB ASSIGNED A PRE-REVIEW ACTION OF [RETURNED FOR CORRECTIONS/FORWARD TO REVIEW BOARD/EXPEDITE/ETC.]”

“ALL REVIEWERS COMPLETED THE REVIEW OF THE SUBMISSION”

For detailed instructions on navigating this diagram and table, please see the “Track Your Submission Status” guide at the [iRIS Help site](#) (MyAccess login required).