INSTRUCTIONS FOR STUDY STATUS UPDATES

LOG INTO YOUR IRIS ACCOUNT
iris.ucsf.edu

GO TO THE UPPER LEFT CORNER OF THE IRIS HOME SCREEN
1. Click on the My Workspaces dropdown menu
2. Select IRB Study Assistant from the menu.

SCROLL TO THE BOTTOM OF THE PAGE
You will see a table titled All Studies. Find your study in the table (you can use the Search bar within the table).

CLICK ON THE HISTORY ICON ASSOCIATED WITH YOUR STUDY

A NEW TABLE WILL EXPAND WITH THE THREE TABS:
• SUBMISSIONS IN PROCESS
• COMPLETED SUBMISSIONS
• SUBMISSIONS RETURNED WITH CHANGES

SUBMISSION IN PROCESS
If you have a submission being processed by the IRB, it will show in the first row under the "Submissions in Process" tab. Click on the Track Location icon and a new page will open (Workflow - Submission Tracking).

WORKFLOW - SUBMISSION TRACKING
This page shows you the timeline of your submission status. The dates of submission are listed. As you move up the timeline, read the Event Description 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"

IMPORTANT! IF THE WORKFLOW-SUBMISSION TRACKING PAGE ONLY SHOWS "[FORM NAME IS WAITING TO BE SUBMITTED" AND THERE ARE NO OTHER EVENT DESCRIPTIONS, THIS MEANS THAT YOUR APPLICATION has NOT BEEN SUBMITTED TO THE IRB. PLEASE MAKE SURE THAT THE PI REVIEWS AND SIGNS OFF ON THE APPLICATION.

PLEASE VISIT THE IRIS HELP SITE FOR ADDITIONAL TUTORIALS.
(MYACCESS LOGIN REQUIRED)