

INSTRUCTIONS FOR STUDY STATUS UPDATES



LOG INTO YOUR IRIS ACCOUNT

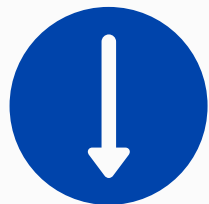
iris.ucsf.edu



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.

My Workspaces ↓
Research Workspace
eProposal Assistant
IRB Study Assistant



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)