



STUDY ASSISTANT

Study Assistant

Software Version: 13.01

Manual Version: P1

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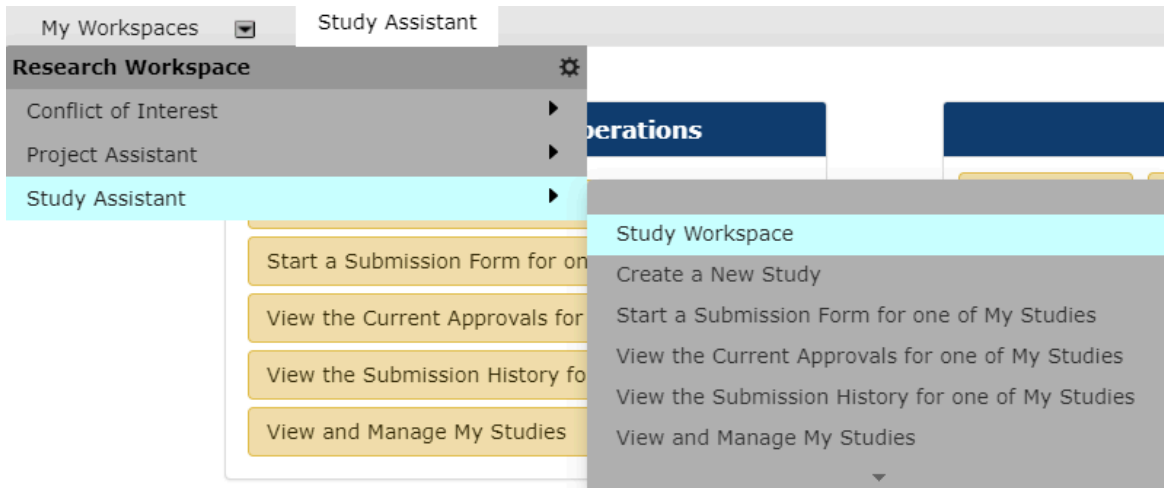
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Study Assistant

Introduction

This manual will guide you through the process of using the available items within the Study Assistant Workspace. Your configuration and available options may differ depending on your institution’s configurations. To begin, navigate to the

My Workspaces dropdown and select Study Assistant > Study Workspace as shown below.

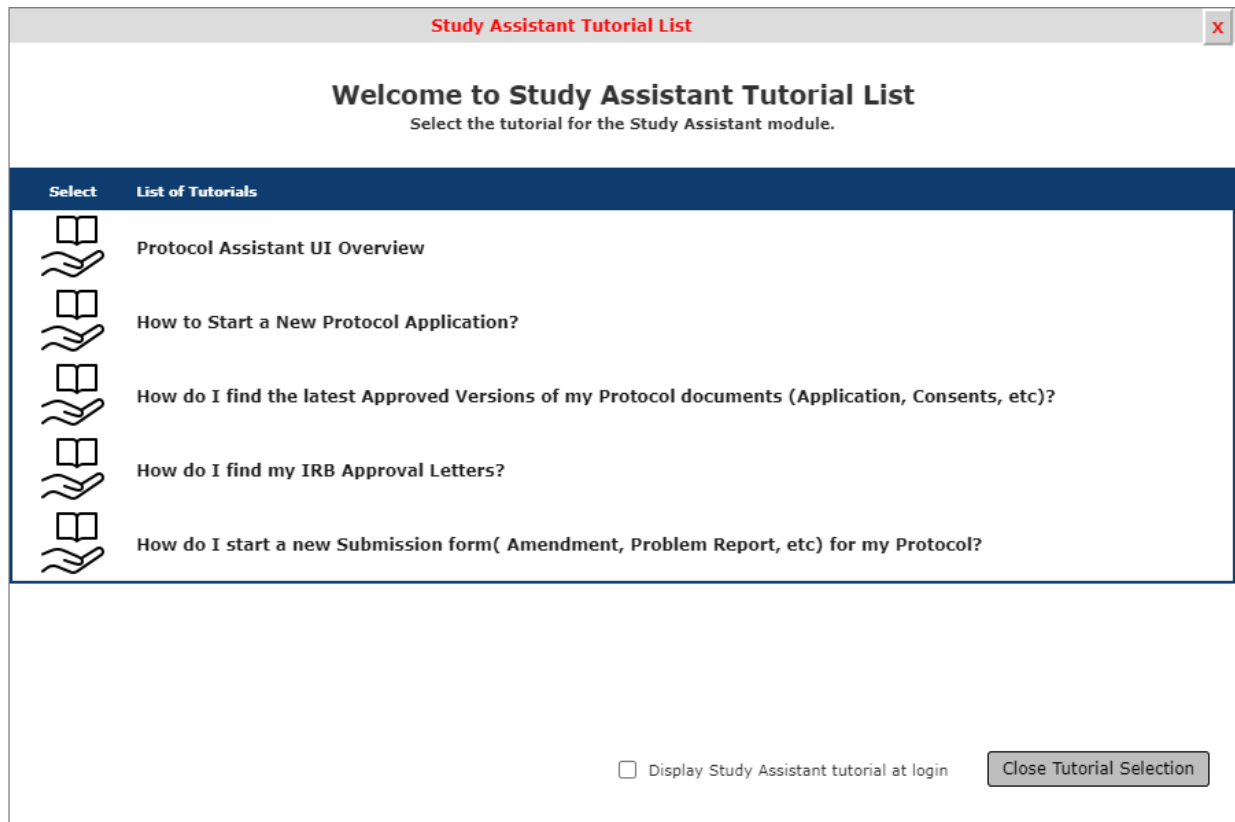


This will take you to the Study Workspace screen below.

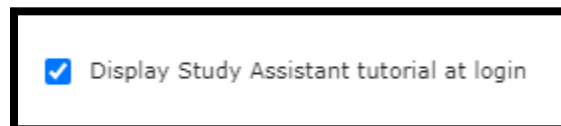
The screenshot shows the Study Assistant dashboard. At the top left, there are logos for iRIS by iMedRIS and Integrated Research Information System. The user is identified as John Investigator, with a last login time of 06/24/2021 10:54 AM PDT. Navigation links include Metrics, Calendar, Help, Tutorial, My Profile, and Log out. The main content area is divided into several sections: 'Featured Study Operations' with buttons for creating a new study, starting a submission form, viewing approvals, viewing submission history, and managing studies; 'By the Numbers' showing 16 Submissions in Process, 12 Forms Pending Submission, and 1 Pending My Response; and 'Tasks' showing 13 All Tasks and 11 Study Tasks. Below this is a 'Study Assistant' section with a 'Find a Study' button. At the bottom, there is a 'Study Tasks' section with filters for Outstanding and Completed, a search bar for RB Number, Title, and Alias, and a 'Task List' dropdown menu.

Study Assistant Tutorial

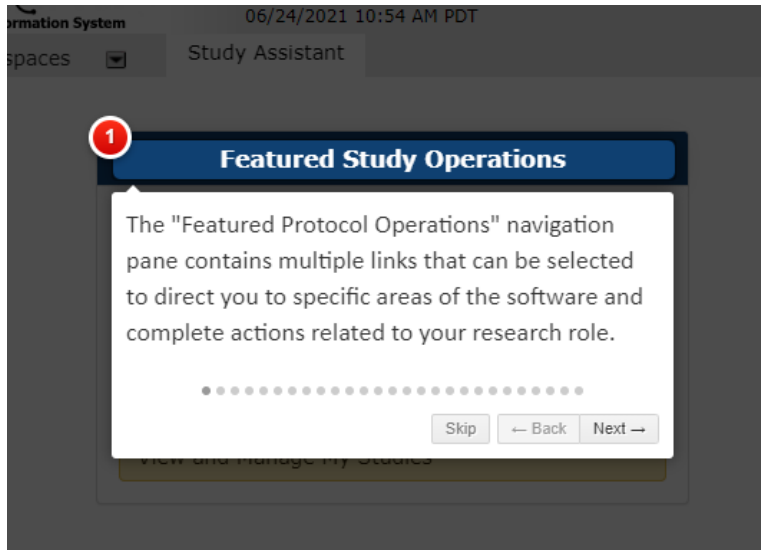
When landing on the Study Workspace for the first time, a tutorial screen will display to aid in navigating through Study Assistant. These tutorials are configured by your institution, so the specific content may vary. The tutorial Welcome Screen is shown below.



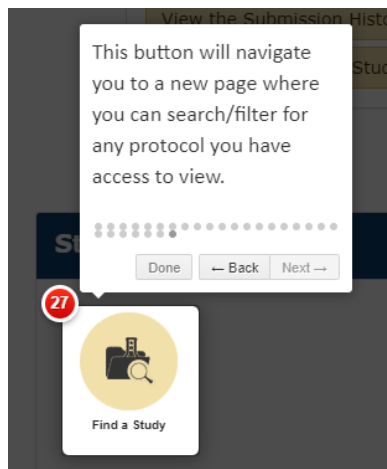
Users can select one of the tutorial options available or choose to close the window. If you would like to have this screen display each time the user visits the Study Workspace, simply check the box next to “Display Study Assistant tutorial at login”.



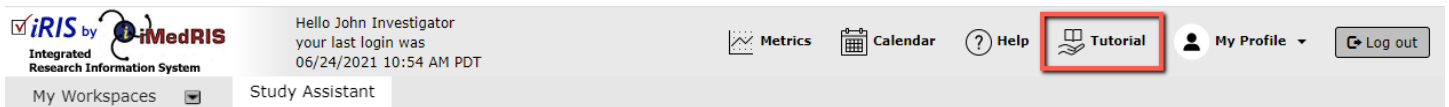
Once a tutorial is selected, the system will walk you through a set of predefined steps on the Study Workspace, highlighting each step as you move through the tutorial. Institutions can include text, images, links, and videos in the tutorial to aid users in the desired operation.



Click the **Skip** button to exit the tutorial, **Back** button to return to a previous step, or the **Next** button to advance the tutorial to the next step. The system will guide you through the steps until you have finished the tutorial. Once complete, click on the **Done** button to return to the Study Workspace.



If at any time while using the iRIS™ system you want to view a tutorial, click on the link for the tutorial at the top of your screen.



This will activate the welcome screen for the tutorial.

Users can also click on the **Metrics** link to anchor down to the **Metrics** section near the bottom of the screen, the **Calendar** link to anchor down to the calendar at the bottom of the screen, and the **Help** link which will open a new window with pre-configured help links and documents configured by their institution.

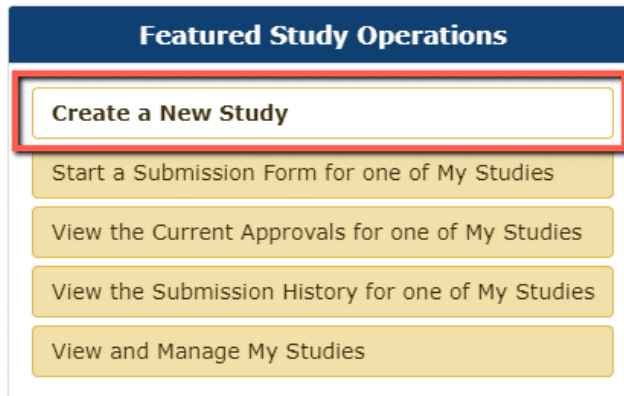
The **Metrics** functionality will be covered later in this document and the **Calendar** functionality will be covered with Priority Tasks.

Featured Study Operations



The first panel of options available to the user is the **Featured Study Operations**. This allows the user to practically manage every aspect of their studies from the home page. Each operation is defined in the sections below.

Create a New Study



The **Create a New Study** item is available to any user with access to Study Assistant and access to create a new study. Creating a study in the system allows a user to choose a study application, complete the study shell, associate any supporting documents, assign appropriate key personnel, and submit that study application for review.

For more information on adding a study to the system, see the "Add a Study" manual.

Start a Submission Form for one of My Studies

To start a submission form for one of your studies, click on the **Start a Submission Form for one of My Studies** as shown below.



This will open the window below, prompting the user to select one of their studies from a list.

Start a Submission Form

Instructions: Select a study to work with, click to open it and start a Submission Form. You may use the search bar to find a specific study.

IRB Studies **Recently Used** **Study Status**

Search for RB Number, Title, Alias Search

All Draft **IRB** IACUC

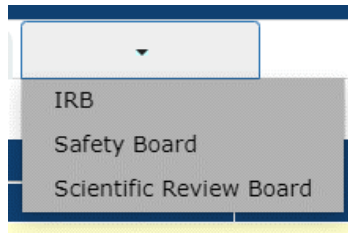
45 result(s) found... 1 - 5

Select a Study	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator
					Study Alias	
	Draft	IRB	IRB-21-476		Malaria in Juveniles	Investigator, John
	Active	IRB	IRB-21-471		Complications associated with urologic surgery	Investigator, John
	Draft	IRB	IRB-21-473		Malaria in Juveniles	Investigator, John
	Open	IRB	IRB-21-474		Copy of NIH - FD2 - 00002- Multi-Site safety of masks over 52 weeks in ...	Investigator, John
	Open	IRB	IRB-21-457	06/20/2022	NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retracti...	Investigator, John


45 result(s) found... 1 - 5

Each tab in this window displays a different category of the user’s studies. The “All” tab contains all studies associated with that user, “Draft” contains all studies with a *Draft* status, and the review board-specific tabs contain the studies submitted to that review board. Note that by default, this window will open to the tab most recently viewed by the user.


Studies associated to additional review boards not displayed in the tabs may be viewed by clicking the “downward arrow” tab as shown below.

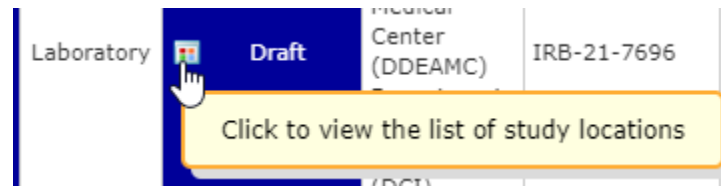


The columns of this window's study table are defined as follows:

Select a Study – Clicking the  icon in this column will open the study record.

Study Status – Displays the current status of the study (e.g., Open, Pending, Draft, Completed).

Location – If a location has been defined for a study, it will display here. If not, this column will be empty. If multiple locations have been assigned to a study, they will be displayed with the  icon as shown below.



Review Board – Displays the review board with which the study is associated (e.g., IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and has not yet been submitted to a board.

RB Number – If an RB Number has been associated with a study, it will display here.

RB Expiration Date- If an expiration date has been associated with a study, it will display here.

Study Title / Alias- Displays the Study Title and Alias assigned to the study in the first section of the Study Application form.

Principal Investigator- Displays the name of the Principal Investigator on the study.

Once a study is selected, the following secondary window will open, enabling the user to choose a submission form to complete for the selected study.

Submission Form List X

Study Status: Pending - Submitted
IRB Number : IRB-19-174
Study Title : Benefit of Amoxicillin for tonsillitis, bronchitis, and pneumonia

Regulatory Forms

Regulatory Submission Forms	Version List	Start a new Submission	Edit Incomplete Submissions
Continuing Review Submission Form			
Study Amendment Form			
Study Closure Form			
Unanticipated Events Form			
Yearly Check-in Form			

Cancel

Users have three options when starting a submission form via the window above.

- 1) **Version List** – Clicking this icon redirects the user to the version list page for the selected form. From here the user may edit an existing version or create a new version of the form.

Study Status: Open
IRB Number : IRB-21-457
Study Title : NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination

IRB Expiration Date: 06/20/2022

Copy Form
Add a New Form
Compare Two Versions
Delete Selected Form(s)

List of records associated with form: Continuing Review Submission Form.
To view previous versions click on the folder icon .

1 result(s) found...

	Show Rev	Edit/View	Details	Ref Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Last Modified By	Last Date Modified
<input type="checkbox"/>									John Investigator	06/24/2021 11:41:02 AM	John Investigator	06/24/2021 11:41:02 AM

- 2) **Start a new Submission** – Clicking this icon will take the user directly into a new version of the selected form.

My Workspaces IRB Number: **IRB-21-7696** Study Assistant **Appendix E: Radiation Use in a Non-Clinical Area - (Version 1.0)** Back

[Print Friendly](#) [Save Section](#) [Save and Continue to Next Section](#)

[Section view of the Form](#) [Entire view of the Form](#)

1.0 Form version: 2.00 **SUBMIT ORIGINAL ONLY**
OR ...

1.0 Form version: 2.00 **SUBMIT ORIGINAL ONLY**
January 2010
General Hospital
Subcommittee for Research Safety

1.1 Laboratory Safety Plan – Appendix E -- Radiation Use in a Non-Clinical Area

Principal Investigator:

 Full LSP
 Modification

Appendix E: Radiation Use in a Non-Clinical Area
This appendix is required to document any use of radioisotopes or radiation-producing machines in the laboratory space covered under each Laboratory Safety Plan (LSP)

1. Responsible Principal Investigator/Laboratory Safety Plan Director:

1.2 RADIOACTIVE MATERIALS IN A NON-CLINICAL AREA

2. List all radioisotopes used in GLA laboratory space covered under this LSP.

[Add a New row](#)

Radioisotope	Building / Room
No results found.	

3. Name of PI holding Internal Permit for Radioisotopes

- 3) **Edit Incomplete Submissions** – Clicking this icon will take the user directly into the incomplete submission form. If there is more than one incomplete form of this type in the system, a number will appear beside the “Edit Incomplete Submissions” icon. Clicking the icon in this case will take the user to the form’s version list page instead.

Study Status: Open **IRB Number :** IRB-21-457 **Study Title :** NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination

IRB Expiration Date: 06/20/2022

[Copy Form](#) [Add a New Form](#) [Compare Two Versions](#) [Delete Selected Form\(s\)](#)

List of records associated with form: Continuing Review Submission Form.
 To view previous versions click on the folder icon .

2 result(s) found...

	Show Rev	Edit/ View	Details	Ref Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Last Modified By	Last Date Modified
<input type="checkbox"/>									John Investigator	06/24/2021 11:44:35 AM	John Investigator	06/24/2021 11:44:35 AM
<input type="checkbox"/>									John Investigator	06/24/2021 11:41:02 AM	John Investigator	06/24/2021 11:41:02 AM

View the Current Approvals for one of My Studies

Featured Study Operations

Create a New Study

Start a Submission Form for one of My Studies

View the Current Approvals for one of My Studies

View the Submission History for one of My Studies

View and Manage My Studies

To view the current approvals for a study, click on the **View the Current Approvals for one of My Studies** button shown above. This will open a window allowing the user to select the study they want to view current approvals for. This will include any approved documents and consents for the study selected.

Current Approvals X

i **Instructions:** Select a study to view its current approvals. You may use the search bar to find a specific study.

IRB Studies Recently Used Study Status

⚙

All
Draft
IRB
IACUC
▼


19 result(s) found... 1 - 5 ▶

Select a Study	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator
					Study Alias	
	Open	IRB	IRB-21-457	06/20/2022	NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retracti...	Investigator, John
	Active	IRB	IRB-21-471		Complications associated with urologic surgery	Investigator, John
	Open	IRB	IRB-21-474		Copy of NIH - FD2 - 00002 - Multi-Site safety of masks over 52 weeks in ...	Investigator, John
	Active	IRB	IRB-21-464	06/18/2022	NIH - FD - 94445 - Efficacy and safety of Coronary splints over 180 week...	Investigator, John
	Active	IRB	IRB-21-467	06/19/2022	NIH - FD - 00001 - Multi-Site safety of masks over 52 weeks in USA work ...	Investigator, John


19 result(s) found... 1 - 5 ▶

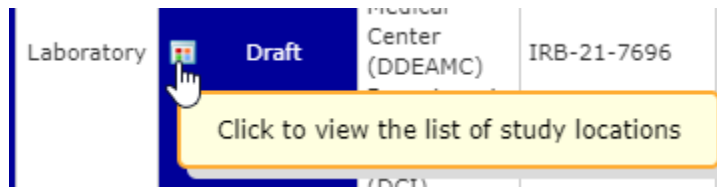
Please note that the “Draft” tab will not contain any studies as they have not yet been submitted and will contain no current approvals.

The columns in this window’s study display table are defined as follows:

Select a Study – Clicking the  icon in this column will open the study record.

Study Status – Displays the current status of the study (e.g., Open, Pending, Draft, Completed).

Location – If a location has been defined for a study, it will display here. If not, this column will be empty. If multiple locations have been assigned to a study, they will be displayed with the  icon as shown below.



Review Board – Displays the review board with which the study is associated (e.g., IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and has not yet been submitted to a board.

RB Number – If an RB Number has been associated with a study, it will display here.

RB Expiration Date- If an expiration date has been associated with a study, it will display here.

Study Title / Alias- Displays the Study Title and Alias assigned to the study in the first section of the Study Application form.

Principal Investigator- Displays the name of the Principal Investigator on the study.

The user will then select a study and the following window will display, allowing the user to select which items to include in a PDF view of the current approvals. This approval packet can also be downloaded once the PDF is generated.

Selecting a study will open the following secondary window, enabling the user to select submission items to include in a PDF packet of the current approvals.

Select items to be included in package

Include in PDF Packet	Packet Order	Submission Item Name	Approval Date	Expiration Date
<input type="checkbox"/>	1	IRB Application Version 1.1	06/21/2021	
<input type="checkbox"/>	2	Informed Consent Version 1.0	06/21/2021	06/20/2022
<input type="checkbox"/>	3	Investigator brochure Version 1.0	06/21/2021	06/20/2022
<input type="checkbox"/>	4	Initial Review Approval Version 1		

The order of the items may be modified by clicking and dragging the items “Packet Order” column icon to the desired location. A blue arrow will display when hovering in that column as shown in the screenshot above.

Once the desired items have been selected and ordered, the user may click on the **Generate PDF Packet** button to create the current approvals PDF document. Please ensure that your current browser supports popups from the iRIS™ system or the generated PDF may be blocked. Once generated, the user may print or download the current approvals document.

View the Submission History for one of My Studies

Featured Study Operations

Create a New Study

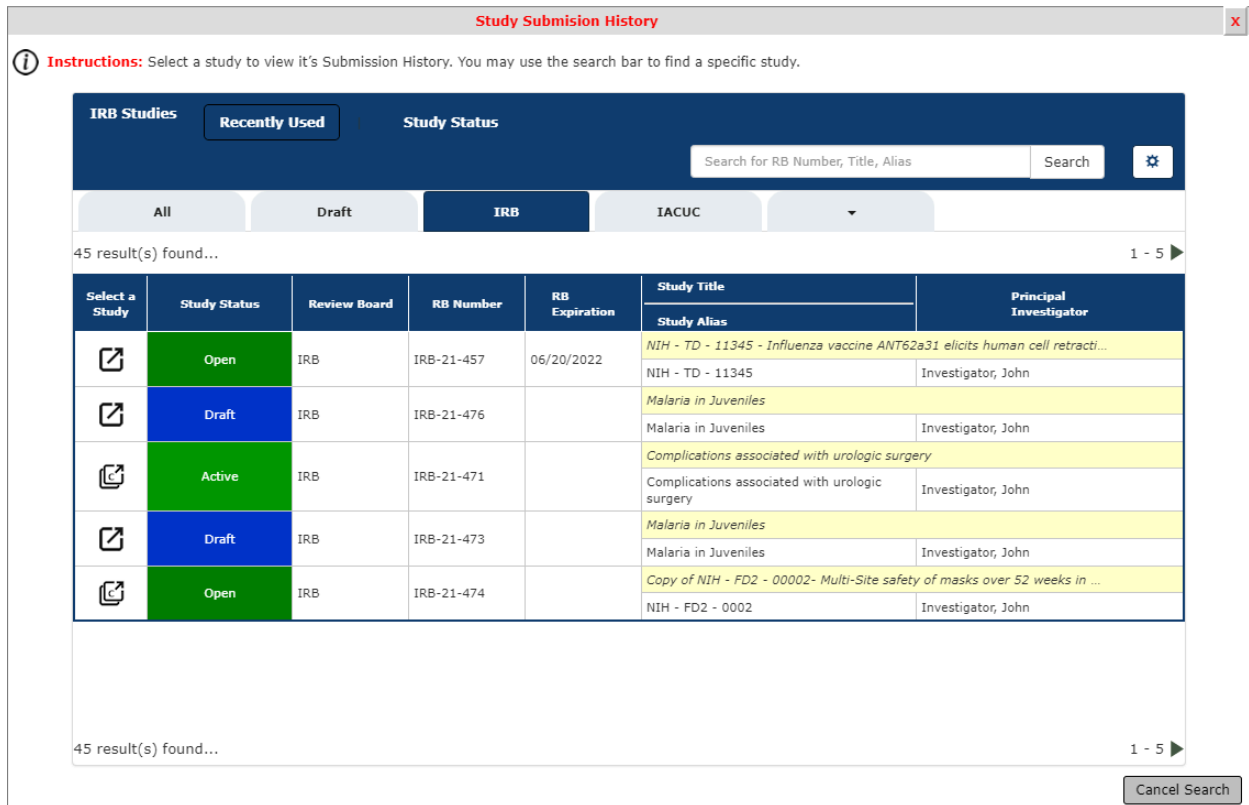
Start a Submission Form for one of My Studies

View the Current Approvals for one of My Studies


View the Submission History for one of My Studies

View and Manage My Studies


To view a study’s submission history, click on the **View Submission History for one of My Studies** button as shown above. This will open the following window allowing the user to select a study for submission history viewing.

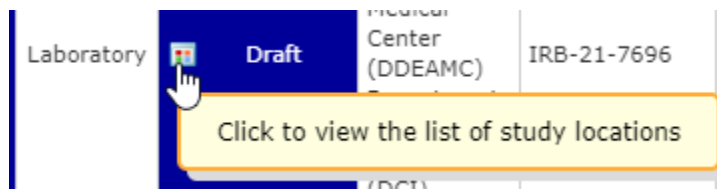


The columns of this study display table are defined as follows:

Select a Study – Clicking the  icon in this column will open the study record.

Study Status – Displays the current status of the study (e.g., Open, Pending, Draft, Completed).

Location – If a location has been defined for a study, it will display here. If not, this column will be empty. If multiple locations have been assigned to a study, they will be displayed with the  icon as shown below.



Review Board – Displays the review board with which the study is associated (e.g., IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and has not yet been submitted to a board.

RB Number – If an RB Number has been associated with a study, it will display here.

RB Expiration Date- If an expiration date has been associated with a study, it will display here.

Study Title / Alias- Displays the Study Title and Alias assigned to the study in the first section of the Study Application form.

Principal Investigator- Displays the name of the Principal Investigator on the study.

Once a study is selected, the following window displaying all submissions associated with the selected study will open.

View Study Submission History X

Study Status: Open	IRB Number: IRB-21-457	Study Title: NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell heterocytotoxic recombination
IRB Expiration Date: 06/20/2022		

Filter Options

Reference Number: <input type="text"/>	Date Submitted: <input type="text"/> - <input type="text"/>	<input type="button" value="Reset Filters"/> <input type="button" value="Filter Results"/>
Form Type: --none--	Date Completed: <input type="text"/> - <input type="text"/>	
Submission Status: All		

1 result(s) found...

View Details	Reference Number	Form Type	Submission Status	Date Submitted	Date Completed or Now for In Progress	Total Time from Submission
⊕	IRB-21-457-NEW-1.0	Initial Review Submission Form	In Progress	06/18/2021 03:27:51 PM PDT	07/13/2021 03:10:57 PM PDT	24 Day(s) 23 Hour(s) 43 Minute(s)

Several filters are provided to help narrow down the submission results.

Clicking the **View Details** ⊕ icon opens the submission history graphic for the selected form.

View Details	Reference Number	Form Type	Submission Status	Date Submitted	Date Completed or Now for In Progress	Total Time
⊖	IRB-21-457-NEW-1.0	Initial Review Submission Form	In Progress	06/18/2021 03:27:51 PM PDT	06/24/2021 12:02:32 PM PDT	


```

graph LR
    Pre-Submission --> Pre-Review
    Pre-Submission --> IRB-Completed[IRB Completed]
    Pre-Review --> Changes-Requested
    Changes-Requested --> Pre-Review
    Changes-Requested --> Modification-Requested
    Modification-Requested --> Post-Review
    Post-Review --> Modification-Requested
    
```

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time

This graphic includes the current location of the submission in the workflow as well as information on the boards/committees that the form has been routed to.

View Details	Reference Number	Form Type	Submission Status	Date Submitted	Date Completed or Now for In Progress	To	
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">IRB Completed</div>							
Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time		
+		Pre-Submission	06/18/2021 03:27 PM PDT	06/18/2021 03:27 PM PDT	0 Day(s) 0		
+	Safety Board	Submission Components View Details	Review Process Not Assigned	Review Outcome	Outcome Letters	06/18/2021 03:27 PM PDT	5 Day(s) 20
+		IRB	06/18/2021 03:27 PM PDT	06/21/2021 11:52 AM PDT	2 Day(s) 20		

Clicking the  icon for a specific board displays the submission’s recorded events associated with that board.

Round 1	Submission Components	Review Process	Review Outcome	Outcome Letters		
	View Details	Expedited	Approved	View Letters		
Completed	Institutional Review Board received the submission			06/18/2021 03:27 PM PDT	06/19/2021 09:01 AM	
Completed	Jane Coordinator has been assigned as the analyst			06/18/2021 03:27 PM PDT	06/19/2021 09:01 AM	
Completed	Institutional Review Board assigned a Pre-review action of Returned for Corrections			06/19/2021 08:51 AM PDT	06/19/2021 08:51 AM	
Completed	View the Correction	Institutional Review Board returned the submission for corrections			06/19/2021 09:01 AM PDT	06/21/2021 11:52 AM
Round 2	Submission Components	Review Process	Review Outcome	Outcome Letters		
	View Details	Expedited	Approved	View Letters		

View and Manage My Studies

Featured Study Operations

Create a New Study

Start a Submission Form for one of My Studies

View the Current Approvals for one of My Studies

View the Submission History for one of My Studies

View and Manage My Studies

Clicking on this button will anchor the user to the “My Studies” section further down the Study Workspace page. A link will then appear in the lower right corner of the browser to take the user back to the top of the page as shown below.



The **View and Manage My Studies** item is available to any user with access to Study Assistant.

IRB Studies
Recently Used
Study Status

Search for RB Number, Title, Alias

Search

⚙️

All
Draft
IRB
IACUC

51 result(s) found... 1 - 5 ▶

Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title Study Alias	Principal Investigator	Actions
	Pending - Submitted for Initial Review	IRB	Hello!		Copy of NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell...	Investigator, John	
	Open	IRB	IRB-21-457	06/20/2022	NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retracti...	Investigator, John	
	Pending - Submitted for Initial Review	IRB	IRB-21-484		Copy of NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell...	Investigator, John	
	Draft	IRB	IRB-21-483		COVID 19 Complications in adults 55 and older	Investigator, John	
	Open	IRB	IRB-19-180	07/29/2021	Use of stem cells on subjects currently being treated for Diabetes Type 2	Investigator, John	

51 result(s) found... 1 - 5 ▶

The studies that populate in this panel are restricted to those on which the user has been assigned a Key Study Personnel role. By default, the most recently accessed study will appear first in the list above.

The columns of this study display table are defined as follows:

Click to open Study Dashboard – Clicking the icon will redirect the user to the selected study’s dashboard.

Study Status – Displays the current status of the study (e.g., Open, Pending, Draft, Completed).

Review Board – Displays the review board with which the study is associated (e.g., IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and has not yet been submitted to a board.

RB Number – If an RB Number has been associated with a study, it will display here.

RB Expiration Date- If an expiration date has been associated with a study, it will display here.

Study Title / Alias- Displays the Study Title and Alias assigned to the study in the first section of the Study Application form.

Principal Investigator- Displays the name of the Principal Investigator on the study.

Actions- Contains the following actions that may be applied to a study:

- o **Applications** – This will take the user to the application list for the study as shown below.

Study Status: **Open**

IRB Number : IRB-21-457

Study Title : NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination

IRB Expiration Date: 06/20/2022

1 result(s) found...

<input type="checkbox"/>	Show Rev.	Edit/View	Application Type	Approved?	Approval Date	Created By	Date Created	Last Modified By	Last Date Modified	Create a Revised Application
<input type="checkbox"/>			IRB Application (Version 1.1)	Yes	06/21/2021	John Investigator	06-21-2021 11:49	Jane Coordinator	06-21-2021 12:04	

- o **Documents** – This will take the user to the Document Management section of the system as shown below.

My Workspaces

IRB Number: **IRB-21-457**
PI: Investigator, John

Study Assistant

Study Document Libraries

Back

Study Status: **Open**

IRB Number : IRB-21-457

Study Title : NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination

IRB Expiration Date: 06/20/2022

Study Documents

Informed Consents

Study Contracts

Keep default values:

Show Hidden: Yes No

Select a Category Type: All

Title:

Version #: -

Document Outcome: All

Approval Date: between

Expiration Date: between

Study document revision history list associated with this Study.
 To view previous versions click on the folder .

Approved

All

Void

Archive

1 result(s) found...

<input type="checkbox"/>	View History	Edit	Version	Sponsor Version	Reference Number	Title	Document Outcome	Approval Date	Expiration Date	File	Stamped File	Checked Out By	Hide
<input type="checkbox"/>			1.0 06/18/2021		IRB-21-457-NEW-1.0	Investigator brochure Investigator brochure	Approved	06/21/2021	06/20/2022		 172.32 KB		

From here the user can access Study Documents, Informed Consents, or Study Contracts by clicking on the tabs of the page. These documents, consents, and contracts are further categorized by the secondary tabs above the display table (i.e., Approved, All, Void, Archive). Several filters are also present to aid the user in searching for their desired document, consent or contract. Users can also view the history of these items by clicking on the folder icon in the **View History** column if other versions exist in the system.

If your institution permits making revisions outside of a submission form, the Add/Revise Document button will be available under the Approved and All tabs.

Please note that creating a revision of a document here does not submit the document to the review board.

For more information, please see the Document Management Manual.

- o **Forms** – This will take the user to a popup screen allowing the user to choose a submission form to complete for the selected study.

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X
Submission Form List

Study Status: Pending Submitted

IRB Number : IRB-19-174

Study Title : Benefit of Amoxicillin for tonsillitis, bronchitis, and pneumonia

Regulatory Forms

Regulatory Submission Forms	Version List	Start a new Submission	Edit Incomplete Submissions
Continuing Review Submission Form			
Study Amendment Form			
Study Closure Form			
Unanticipated Events Form			
Yearly Check-in Form			

Users have three options when starting a submission form via the window above.



- 1) **Version List** – Clicking this icon redirects the user to the version list page for the selected form. From here the user may edit an existing version or create a new version of the form.

Study Status: Open

IRB Number : IRB-21-457

Study Title : NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination

IRB Expiration Date: 06/20/2022

 List of records associated with form: Continuing Review Submission Form. To view previous versions click on the folder icon .

1 result(s) found...

	Show Rev	Edit/View	Details	Ref Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Last Modified By	Last Date Modified
<input type="checkbox"/>									John Investigator	06/24/2021 11:41:02 AM	John Investigator	06/24/2021 11:41:02 AM

- 2) **Start a new Submission** – Clicking this icon will take the user directly into a new version of the selected form.

My Workspaces IRB Number: IRB-21-7696 Study Assistant Appendix E: Radiation Use in a Non-Clinical Area - (Version 1.0) Back

Print Friendly Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Form version: 2.00 SUBMIT OR...

1.0 Form version: 2.00 **SUBMIT ORIGINAL ONLY**
January 2010
General Hospital
Subcommittee for Research Safety

1.1 Laboratory Safety Plan – Appendix E -- Radiation Use in a Non-Clinical Area

Principal Investigator:

 Full LSP
 Modification

Appendix E: Radiation Use in a Non-Clinical Area
This appendix is required to document any use of radioisotopes or radiation-producing machines in the laboratory space covered under each Laboratory Safety Plan (LSP)

1. Responsible Principal Investigator/Laboratory Safety Plan Director:

1.2 RADIOACTIVE MATERIALS IN A NON-CLINICAL AREA

2. List all radioisotopes used in GLA laboratory space covered under this LSP.

Add a New row

Radioisotope	Building/Room
No results found.	

3. Name of PI holding Internal Permit for Radioisotopes

- 3) **Edit Incomplete Submissions** – Clicking this icon will take the user directly into the incomplete submission form. If there is more than one incomplete form of this type in the system, a number will appear beside the “Edit Incomplete Submissions” icon. Clicking the icon in this case will take the user to the form’s version list page instead.

Study Status: Open	IRB Number : IRB-21-457	Study Title : NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retraction and T cell prerequisite recombination
	IRB Expiration Date: 06/20/2022	

Copy Form Add a New Form Compare Two Versions Delete Selected Form(s)

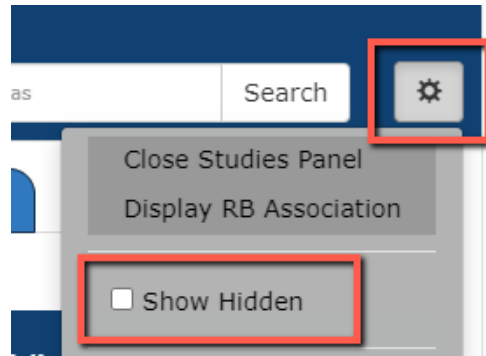
List of records associated with form: Continuing Review Submission Form.
 To view previous versions click on the folder icon .

2 result(s) found...

	Show Rev	Edit/View	Details	Ref Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Last Modified By	Last Date Modified
<input type="checkbox"/>									John Investigator	06/24/2021 11:44:35 AM	John Investigator	06/24/2021 11:44:35 AM
<input type="checkbox"/>									John Investigator	06/24/2021 11:41:02 AM	John Investigator	06/24/2021 11:41:02 AM

- o **Hide** – This icon allows the user to hide a study from the main display table view.

To view hidden studies, the user must change the search setting filter at the top right of the banner (see image below).




- o **Copy Study** – Clicking this icon will create a copy of the selected study. This will include a copy of the contents of the Study Shell, Study Application, Study Plans, Timelines, Budgets, Milestones, Devices, Drugs, Sponsors, and Inclusion and Exclusion Criteria form sections. If the study has a submission form associated to the study application, this sub form will be copied as well.
- o **Delete Study** – Some study records may contain an icon in the Delete Study column. A study can only be deleted if you are the Study Author (the user that clicked the “Add a New Study” button and completed the shell) *and* the study has not yet been submitted.
- o **Correspond** – This action allows the user to view and send correspondence associated with the study.

All studies that are associated to the user will populate in the All Studies section. Users can further filter their studies by clicking a specific review board tab, where all studies submitted to that review board will display.



Users may also filter their studies by RB Number, Study Title, or Study Alias using the search bar feature shown in the screenshot above. Either partial or full terms may be searched, in both cases the system will return the best matching records.

Once the desired study is located, the user may click the  icon in the **Click to Open Study Dashboard** column to open the study. Depending on the actions that have been taken, the user may be taken to different screens.

Opening a study that is not in Draft status will redirect to the “Submissions” tab of the study dashboard, as shown in the screenshot below.

For more information on the Submissions tab, see the Study Submissions manual.

My Workspaces ▾ IRB Number: **IRB-21-476** Study Assistant Submissions ⏪ Back
 PI: Investigator, John

Study Status: **Draft** IRB Number: IRB-21-476 Study Title: Malaria in Juveniles

Submissions Study Management

Protocol Items

- Study Application
- Informed Consents ▸
- Other Study Documents ▸
- Contract Documents

Submissions History

Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
There are no outstanding submissions.			

Opening a study that is in Draft status redirects the user to either the Study Application or Initial Review Submission Form, depending on which is incomplete. Once these forms are complete and the Initial Review is submitted, the user will be directed to the same Submissions tab as any other study status.

My Workspaces ▾ IRB Number: **IRB-21-476** Study Assistant IRB Application (Version 1.0) ⏪ Back
 PI: Investigator, John

Print Friendly Assign User(s) to Sections Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

3.0 Grant Key Personnel access to the study

4.0 Initial Screening Question

5.0 Drugs and Devices

6.0 Funding

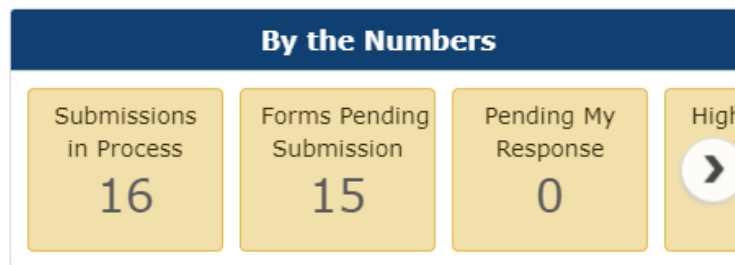
1.0 General Information

* Please enter the full title of your study::

Malaria in Juveniles

By the Numbers

“By the Numbers” is a new feature that has been added to the Study Workspace to aid researchers in managing their studies, submissions, tasks, and upcoming due dates.



Currently there are five tiles that make up the “By the Numbers” panel. These tiles are listed below along with their functions.

To view all available tiles, users may scroll to the right or left by clicking on the arrow as shown in the picture above.

Submissions in Process

This metric will display the number of submissions that the researcher currently has in process within the iRIS™ system. Clicking on the tile will anchor the user to the “Studies Submission Status – In Process” panel further down the Study Workspace screen.

Studies Submission Status - In Progress									
Search for RB Number, Title, Alias								Search	
1 result(s) found...								1 - 1	
Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title Study Alias	Form Author	Date Submitted	Actions	
	001327	1) IBC Board 2) IACUC	1) IBC-21-0116 2) IACUC-2021-208	Initial Review Submission Form	Copy of Does dietary methionine restriction activate the sympathetic... Does dietary methionine restriction activate the sympathetic nervous system?	Smith, John	07/15/2021 08:33 AM PDT		
1 result(s) found...								1 - 1	


Forms Pending Submission


This metric displays the number of forms that are currently incomplete and have not been submitted for signoff and review. When the tile is clicked, the following window will display.

Submission Form List										
Open Form	Version List	Form Type	Version	Date Created	Study Status	Study Title				
						Study Alias	Principal Inv...	Review Board	RB Number	
		Initial Review ...	1.0	06/24/2021 10:43:32 AM	Draft	Malaria in Juveniles				
						Malaria in Juve...	Investigator, J...	IRB	IRB-21-476	
		Continuing Rev...	1.0	06/24/2021 11:41:02 AM	Open	NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retracti...				
						NIH - TD - 113...	Investigator, J...	IRB	IRB-21-457	
		Continuing Rev...	2.0	06/24/2021 11:44:35 AM	Open	NIH - TD - 11345 - Influenza vaccine ANT62a31 elicits human cell retracti...				
						NIH - TD - 113...	Investigator, J...	IRB	IRB-21-457	
		Initial Review ...	1.0	06/21/2021 11:26:58 AM	Draft	Malaria in Juveniles				
						Malaria in Juve...	Investigator, J...	IRB	IRB-21-473	
		Study Amend...	5.0	06/19/2021 04:16:53 PM	Active	NIH - FD - 94445 - Efficacy and safety of Coronary splints over 180 week...				
						NIH - FD - 944...	Investigator, J...	IRB	IRB-21-464	
		Initial Review ...	1.0	06/21/2021 08:55:36 AM	Draft	NIH Multi Site Demo				
						NIH MS Demo	Investigator, J...	IRB	IRB-21-469	
		Study Amend...	1.0	10/13/2020 12:55:46 PM	Open	Use of stem cells on subjects currently being treated for Diabetes Type 2				
						USCSD -13323	Investigator, J...	IRB	IRB-19-180	
		Study Amend...	2.0	06/15/2021 03:53:36 PM	Open	Use of stem cells on subjects currently being treated for Diabetes Type 2				
						USCSD -13323	Investigator, J...	IRB	IRB-19-180	

This table will display all incomplete forms, grouped by study.

The columns in this table are defined as follows:

Open Form – Clicking the  icon in this column will open the form.

Version List – Clicking the  icon in this column will open the version list page of the form, allowing users to select an existing version to edit or create their own.

Form Type – Displays the current form type of the incomplete form.

Version – Displays the current version of the incomplete form.

Date Created – Displays the date that the form was created.

Study Status– Displays the current status of the study to which the form is attached.

Study Title / Alias- Displays the Study Title and Alias assigned to the study in the first section of the Study Application form.


Principal Investigator- Displays the name of the Principal Investigator on the study.

Review Board – Displays the review board with which the study is associated (e.g., IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and has not yet been submitted to a board.


RB Number – If an RB Number has been associated with a study, it will display here.

Pending My Response

This tile displays the number of Submission Response and Correction forms that still require completion by the researcher. Clicking this tile opens the following window, displaying all Submission Correction and Response form tasks that are pending a response.

Tasks Pending Response							
Open Task	Task Type	Date Received	Status	Title			
				Alias	Principal Investi...	Review Board	RB Number
	Submission Correction	06/23/2021 3:16 PM PDT	Returned for Corrections	Malaria in Juveniles			
				Malaria in Juveniles	John Investigator	IRB	IRB-21-473

The columns of this display table are described as follows:

Open Task – Clicking the  icon in this column will open the task, taking the user to the Submission Response or Correction form.

Task Type – Displays the type of task, either a Submission Correction or Submission Response.

Date Received – Displays the date the task was received by the researcher.

Status– Displays the current status of the study to which the form is attached.

Study Title / Alias- Displays the Study Title and Alias assigned to the study in the first section of the Study Application form.











Principal Investigator- Displays the name of the Principal Investigator on the study.

Review Board – Displays the review board with which the study is associated (e.g., IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and has not yet been submitted to a board.

RB Number – If an RB Number has been associated with a study, it will display here.

High Priority Tasks

This tile displays how many tasks the user has that have been classified as High Priority by the user. This functionality will be covered later in this document. Clicking on this tile will open the window below.

High Priority Tasks					
Click to open	Task Type	Date Received	Description	Priority	Complete By
	Failure to submit Annual Conflict of Interest	03/09/2021 05:57 AM PST	Failure to Submit Annual COI Form for John Smith with the renewal date of 11/25/2020	 High	09/14/2021
	Submission Signoff Denied	06/10/2021 01:15 PM PDT	Submission rejected	 High	07/29/2021
	Conflict of Interest Study Disclosure Questionnaire	04/08/2021 12:41 PM PDT	Notice to complete conflict of interest study disclosure questionnaire assigned to John Smith	 High	No complete-by date set
	Negotiation Activity Review	07/26/2019 07:43 AM PDT	Administrator has been assigned to Review the Negotiation Activity.	 High	No complete-by date set
	Reviewer Assignment	11/19/2019 07:50 AM PST	Grant Administrator has been assigned as the Primary for an Expedited Review on the Submission Response for Initial Review Submission Form	 High	No complete-by date set


This window lists all of the tasks that the user has classified as high priority in the task panel.

Click to Open – When you click the  icon in this column, the task will open.

Task Type – This displays the type of task, either a Submission Correction or Response.

Date Received – This displays the date the task was received by the researcher.

Description – This displays the description of the task.

Priority - This displays the priority of the tasks listed. The  High icon indicates a High Priority task.

Complete By – This displays the date selected by the user as the target completion date.

Annual Review Tasks

This tile will display the number of Annual Review tasks that are pending for the researcher to complete. Clicking on this tile will open the following window.

Annual Review Tasks							
Begin Form	Continuing Review Due	Study Status	Study Title				
			Study Alias	Principal Investigator	Review Board	RB Number	RB Expiration
		Active	Factors Associated with Inflammatory Markers in Endometrial Cancer Survivors				
			Factors Associated with Inflammatory Markers in Endometrial Cancer Survivors	John Investigator	IRB	IRB-20-366	09/14/2021
		Open	Use of stem cells on subjects currently being treated for Diabetes Type 2				
			USCSD -13323	John Investigator	IRB	IRB-19-180	07/29/2021
		Active	Serum Metal Ion Concentration after Insertion of Pediatric Flexible Nail				
			Serum Metal Ion Concentration after Insertion of Pediatric Flexible Nail	Betty Smith	IRB	IRB-20-336	07/14/2021
		Open	The Barrow 5-ALA Intraoperative Confocal Evaluation (BALANCE)trial				
			BALANCE Trial	John Investigator	IRB	IRB-19-135	07/09/2021

Begin Form – When you click the icon in this column, a renewal form will open. If there is more than one form that will satisfy the renewal, the system will take you to select which form to begin.

Continuing Review Due – This displays the continuing review due date for the study, if applicable.

Status– This displays the current status of the study that the form is attached to.

Study Title / Alias- This displays the Study Title given to the study in the initial section of the Study Application. Also listed in this same column is the Study Number/Study Nickname.

Principal Investigator- This displays the name of the Principal Investigator on the study.

Review Board – This display which review board the study is associated with (e.g. IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and hasn’t been submitted to a board.

RB Number – If an RB Number has been associated with a study, it will display here. This column will change to whichever reference number you choose to display the studies by, when using the “Display my Studies by” filter.

RB Expiration Date- If an expiration date has been associated with a study, it will display here.

Tasks Panel

The task panel displays the number of tasks in each category that are pending user response or action. “All Tasks” lists all actions in the system that are pending your response, while “Study Tasks” and “Project Tasks” filter pending tasks into these two categories.

Tasks

All Tasks
22

Study Tasks
21

When clicked, the user will be anchored down the screen and the appropriate filter will be applied to the tasks.

All Tasks
Outstanding
Completed
⚙️

All Tasks
Study Tasks
Task List: All
Filter By: --none--

22 result(s) found... 1 - 5 ▶

	Click to open	Task Type	Date Received	Description	Priority	Complete By
<input type="checkbox"/>		Submission Routing Signoff	07/20/2021 11:58 AM PDT	John Investigator as Principal Investigator review and apply signoff, assigned by John Investigator	No Priority	⊗ <input type="text"/>
<input type="checkbox"/>		Conflict of Interest Study Disclosure Questionnaire	07/19/2021 09:39 AM PDT	Notice to complete conflict of interest study disclosure questionnaire assigned to John Investigator	No Priority	⊗ <input type="text"/>
<input type="checkbox"/>		Conflict of Interest Study Disclosure Questionnaire	07/19/2021 08:10 AM PDT	Notice to complete conflict of interest study disclosure questionnaire assigned to John Investigator	No Priority	⊗ <input type="text"/>
<input type="checkbox"/>		Conflict of Interest Study Disclosure Questionnaire	07/19/2021 08:08 AM PDT	Notice to complete conflict of interest study disclosure questionnaire assigned to John Investigator	Medium	⊗ <input type="text"/>
<input type="checkbox"/>		Continuing Review Due	07/16/2021 03:30 AM PDT	Pending Expiration Notice for 60 Day Continuing Review Notification with the expiration date of 09/14/2021	High	⊗ <input type="text"/>

22 result(s) found... 1 - 5 ▶

Find A Study

The **Find a Study** item allows users to search the entire system for studies, regardless of having a role on the study. **Find a Study** is a tool typically used by System Administrators and Department Administrators.

Click a valid **Find a Study** link (Home > [module] > Find a Study) to open the **Find a Study** page (shown below).

My Workspaces
Study Assistant
Find A Study
Back

Find a Study Filters ⓘ

Display Projects by: IRB Number

Study Alias:

Sponsor:

Active Principal Investigator:

Department:

IRB Expiration Date: -

Common Rule: All

IRB Number:

Study Status: All

Study Classification: All

Reference Number:

Include Studies that have not been assigned an IRB Number

+ Advanced Find Options

📄 Application Find Options

↺ Reset Find Options

🔍 Find ...

0 result(s) found... 0 - 0

Open	Study Status	IRB Number	2019 Common Rule?	IRB Expiration Date	Study Alias	Principal Investigator
					Study Title	
No Studies found that match the filter criteria						

Enter or select desired search criteria in the **Find a Study Filters** section (described below) and click the **Find** button to execute the search. Click the **Reset Find Options** button to reset all filter fields.

Find a Study Filters

The **Display Projects by** dropdown allows for study filtering by number type (e.g., study/protocol number, IRB number).

Text entry fields are provided to search by full or partial **Study Number/Alias**, **Sponsor**, **Department**, **IRB Number** or **Reference** number.

The **Principal Investigator** (PI) field can be used to search by full or partial PI name and includes a button to toggle the search between **Active** or **Inactive** PIs. As shown below, the button is toggled to **Active** by default.

Click the **Active** button to toggle it to **Inactive**, as shown below.

*Note that it is not possible to search by both **Active** and **Inactive** PIs simultaneously.*

The **Location Status** dropdown enables filtering by **Location Status**. *Note that Location Status is configured by the institution under System Administration > Setup Locations Status.*

The **Study Status** dropdown provides a pick list to filter the search by study status. Click an item in the list to select it.

The **Study Classification** dropdown provides a pick list to filter the search by study classification. Click an item in the list to select it.


Calendar widgets are provided for searching by **IRB Expiration Date** range. Available date range options are as follows:

- to limit the search to studies whose **IRB Expiration Date** occurs on or *after* a specific date, click the left-hand calendar widget and select the desired start date; leave the right-hand date field blank

- to limit the search to studies whose **IRB Expiration Date** occurs on or *before* a specific date, click the right-hand calendar widget and select the desired end date; leave the left-hand date field blank
- to limit the search to studies whose **IRB Expiration Date** occurs *between* two specific dates, select the desired start date using the left-hand calendar widget and the end date using the right-hand calendar widget

Find a Study Advanced Find Options

Additional search options and filters are available via the **Advanced Find Options** button, as shown below.



The image shows a search interface with several input fields and a vertical menu of buttons. The input fields are:

- IRB Number: [text input]
- Protocol Status: [dropdown menu, currently set to 'All']
- Protocol Classification: [dropdown menu, currently set to 'All']
- Reference Number: [text input]
- Records that have not been assigned an IRB Number:

To the right of these fields is a vertical stack of buttons:

- Advanced Find Options** (highlighted with a red box, featuring a plus icon)
- Application Find Options (featuring a key icon)
- Reset Find Options (featuring a yellow diamond icon)
- Find ... (featuring a magnifying glass icon)

Click the button to open the **Find A Study: Advanced Search Options** popup, shown below.

Find A Study: Advanced Search Options

Key Study Personnel ⓘ

Active Select User Name:

Select User Role(s):

- Principal Investigator
- Additional Principal Investigator
- Co-Investigator
- Faculty Advisor
- Nurse
- Study KSP1
- Study KSP2

Drugs associated to Study ⓘ

Trade Name:

Generic Name:

Investigational Name:

Devices associated to Study ⓘ

Device Name:

Drugs associated to IACUC Study ⓘ

Trade Name:

Generic Name:

Investigational Name:

Restraint Devices associated to IACUC Study ⓘ

Device Name:

Species associated to IACUC Study ⓘ

Species Name: --none--

Issues Reported to the Board ⓘ

Issue Type: --none--

Cancel Apply

Note that the number of panels that appear in this popup window is dependent on which module “Find a Study” is being access from. In this particular example, the IACUC assistant “Find a Study” is used, and the popup includes panels for 8 different advanced search criteria:

- Key Study Personnel
- Drugs associated to Study
- Devices associated to Study
- Drugs associated to IACUC Study
- Restraint Devices associated to IACUC Study
- Species associated to IACUC Study
- Issues Reported to the Board
- Study Key Words

Enter desired search criteria in one or more of the panels (see following subsections) and click the **Apply** button to apply the filter criteria to the main **Find A Study** search page. As shown below, when advanced search criteria are selected, the

Advanced Find Options button on the **Find A Study** page updates with a yellow background and green checkmark to indicate that these options are in use.



Click the **Cancel** button on the **Find A Study: Advanced Search Options** popup to close it without applying any of its search criteria to the main **Find A Study** page.

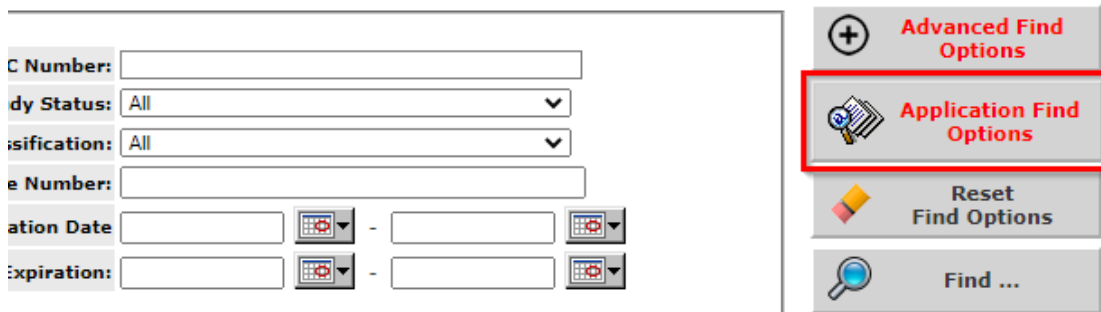
To clear individual **Advanced Find Options**, click the **Advanced Find Options** button to reopen the **Find A Study: Advanced Search Options** popup. Clear any search criteria previously entered there and click the **Apply** button at the bottom of the popup.

Click the **Reset Find Options** button on the **Find A Study** page to clear all selected filters and/or search criteria.

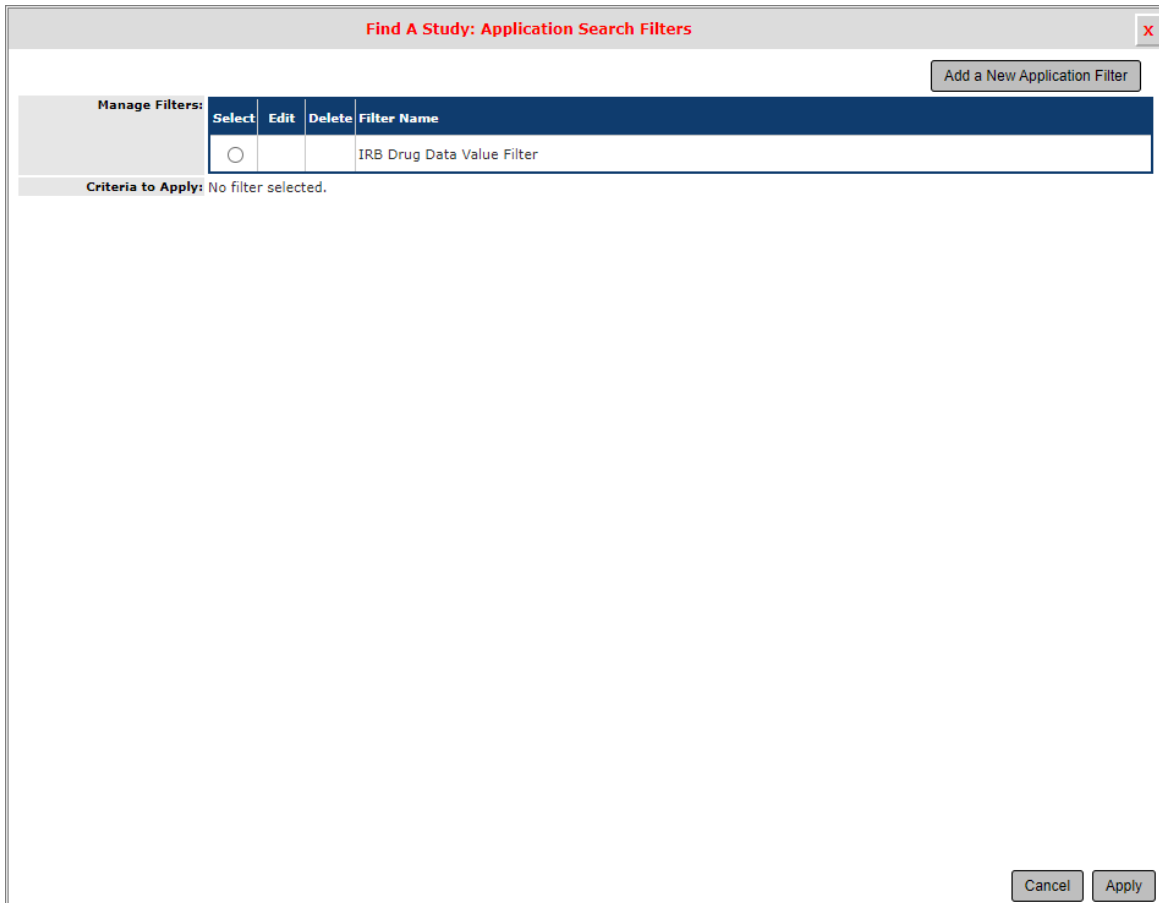
Find a Study Application Find Options

Click the **Application Find Options** button to create and save application (module) -specific filters for re-use as needed.

*Note that **Application Find Options** filters can be used in conjunction with any other search criteria and filters on the **Find a Study** page, including **Advanced Find Options**.*



The **Find A Study: Application Search Filters** page opens.



Click the **Cancel** button to close the page without making changes or applying filters to the current search.

Click the **Add a New Application Filter** button to open the **Find A Study: Add Application Search Filter** popup window. *In the following example a search filter is created for IACUC applications, but the same general process applies to creating IRB application filters.*

Find A Study: Add Application Search Filter X

***Filter Name:**

***Share this Filter:** Yes No

Comments:

Order	What Application?	What Section? <small>What Question?</small>	What Column?	Comparator	Value
No validation clauses defined for this branch.					

Enter the desired **Filter Name**.

Select “Yes” or “No” for **Share this Filter**. A selection of “Yes” makes the filter available to other users, a selection of “No” keeps the filter private to the person who created it.

Enter any desired **Comments** (e.g., a description of the filter’s purpose).

Click the **Add a new Filter Criteria** button to construct the filter.

Find A Study: Add Application Search Filter X

***Filter Name:**

***Share this Filter:** Yes No

Comments:

Add a new Filter Criteria

Order	What Application?	What Section? <small>What Question?</small>	What Column?	Comparator	Value
No validation clauses defined for this branch.					

Return to List Save

As shown below, a new record populates in the filter criteria table.

Find A Study: Add Application Search Filter
X

***Filter Name:**

***Share this Filter:** Yes No

Comments:

Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
(X) 1	--none--	--none-- --none--	--none--	--none--	

The fields in this criterion record are used to filter search results based on the answer(s) to specific question(s) in a study/project application form.

In this example, the filter will limit search results to those studies where the justification for using animal subjects is based on complexity of the study model *and* all study animals are expected to survive. Two different study application criteria must be added to the filter:

- a rationale of “The complexity of the processes being studied cannot be duplicated or modeled in a simpler system,” must be selected in response to the Animal Justification field of the application

Section view of Application	Entire view of the Application
<ul style="list-style-type: none"> 1.0 General Information 2.0 Setup Department(s) Access 3.0 Grant Key Personnel access to the study 4.0 Form Information 5.0 Project Identification 6.0 Personnel Identification and Qualifications <li style="background-color: #003366; color: white;">7.0 Project Description and Procedures 	<div style="border: 1px solid gray; padding: 5px;"> <p>7.2 Animal justification ←</p> <p>Justify the use of live vertebrate animals rather than alternative means. Provide a rationale for the use of animals in your research or class. Check all that apply:</p> <p><input checked="" type="checkbox"/> The complexity of the processes being studied cannot be duplicated or modeled in a simpler system.</p> <p><input type="checkbox"/> There is not enough information known about the processes being studied to design nonliving models.</p> <p><input type="checkbox"/> Teaching protocol to prepare students, to develop skills, or understand processes</p> <p><input type="checkbox"/> Other</p> <p>Provide further explanation of your selection(s) made above:</p> <div style="border: 1px solid gray; padding: 2px; min-height: 20px;"> Extant literature on this topic is sparse </div> </div>

- the answer to the question, “Is death (without euthanasia) a planned endpoint of the study?” must be “No”, as shown below

The **Order** field dictates the priority level of the criteria item in the overall filter. When the filter consists of a single criterion, the **Order** for that criterion is “1”. When multiple criteria are added to the filter, their **Order** values can vary.

Order	What Application?	What Section?	What Column?	Comparator	Value
1	--none--	--none--	--none--	--none--	

Click on the **What Application?** field and select the applicable application/module from the dropdown list. In this example the “IACUC APPLICATION (ANIMALS)” option is selected, as shown below. Note that all comboboxes in this window are searchable via the text box displayed directly above the dropdown list.

The **What Section?** and **What Question?** dropdown lists are automatically populated with items applicable to the application/module selected in the **What Application?** field.

Click in the **What Section?** field and select the study application section in which the first question applicable to the filter is found. In this example, the “(400) - Project Description and Procedures” section is selected, as shown below.

Order	What Application?	What Section?	What Question?	What Column?	Comparator	Value
1	IACUC APPLICATION (ANIMALS)	--none--	--none--	--none--	--none--	

Click in the **What Question?** field and select the question applicable to the filter. In this example, the “(22) – Animal justification” question is selected, as shown below.

Find A Study: Add Application Search Filter
X

*Filter Name:

*Share this Filter: Yes No

Comments:

Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
(X)	1	IACUC APPLICATION (ANIMALS) ▼ (400) - Project Description and Procedures ▼ --none-- ▲	--none-- ▼	--none-- ▼	

- none--
- (10) - Lay Summary
- (22) - Animal justification
- (24) - Species justification
- (26) - Animal number justification
- (30) - Experimental Design
- (40) - Procedures
- (50) - Blood/Tissue/Other Samples

Recall that in the IACUC study application, four possible answers to this question and an explanation field are provided, as shown below.

Section view of Application	Entire view of the Application
<ul style="list-style-type: none"> 1.0 <input type="button" value="General Information"/> 2.0 <input type="button" value="Setup Department(s) Access"/> 3.0 <input type="button" value="Grant Key Personnel access to the study"/> 4.0 <input type="button" value="Form Information"/> 5.0 <input type="button" value="Project Identification"/> 6.0 <input type="button" value="Personnel Identification and Qualifications"/> <li style="background-color: #003366; color: white; padding: 2px;">7.0 <input type="button" value="Project Description and Procedures"/> 	<div style="border: 1px solid gray; height: 30px; margin-bottom: 10px;"></div> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid gray;"> <p>7.2 Animal justification</p> <p>Justify the use of live vertebrate animals rather than alternative means. Provide a rationale for the use of animals in your research or class. Check all that apply:</p> <p><input checked="" type="checkbox"/> The complexity of the processes being studied cannot be duplicated or modeled in a simpler system. (1)</p> <p><input type="checkbox"/> There is not enough information known about the processes being studied to design nonliving models. (2)</p> <p><input type="checkbox"/> Teaching protocol to prepare students, to develop skills, or understand processes (3)</p> <p><input type="checkbox"/> Other (4)</p> <p>Provide further explanation of your selection(s) made above:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 30px;"> Extant literature on this topic is sparse </div> </div>

Two components, or columns, are stored as the answer to this question.

The first column contains one or more entries of the number 1 to 4), indicating which checkbox is selected. Multiple entries can be stored in the response because the user can select more than one checkbox. In the database this column is named "IACUC_ANI_JUST".

The second column contains any text entered in the "Provide further explanation of your selection(s) made above:" text box. In the database this column is named "IACUC_ANI_JUST_EXP".

Note: Because column titles are not always named in descriptive, plain English, strong knowledge of the fields and tables involved in constructing the filter is required to avoid errors.

Click on the **What Column?** field and select the column that contains the data value applicable to the filter. In this example “IACUC_ANI_JUST” is selected.

Order	What Application?	What Section?	What Column?	Comparator	Value
1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures	--none--	--none--	
		(22) - Animal justification	--none--		

Options for 'What Column?':

- none--
- IACUC_ANI_JUST
- IACUC_ANI_JUST_EXP

As shown below, because the answer to this question offers four possible options in response, a “Which Option?” field appears to enable further specification.

Find A Study: Add Application Search Filter

*Filter Name: IACUC Survival Study Screen

*Share this Filter: Yes No

Comments: IACUC Survival Study Screen

Add a new Filter Criteria

Order	What Application?	What Section?	What Column?	Comparator	Value
1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (22) - Animal justification	IACUC_ANI_JUST Which Option? --none--	--none--	<input type="radio"/> Yes <input type="radio"/> No

Return to List Save

As explained above, the dropdown list contains four options. In this particular example, the first option (“The complexity of the processes being studied cannot be duplicated or modeled in a simpler system.”) is selected, as shown below.

Find A Study: Add Application Search Filter

*Filter Name: IACUC Survival Study Screen

*Share this Filter: Yes No

Comments: IACUC Survival Study Screen

Add a new Filter Criteria

Order	What Application?	What Section?	What Column?	Comparator	Value
1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (22) - Animal justification	IACUC_ANI_JUST Which Option? 1	--none--	<input type="radio"/> Yes <input type="radio"/> No

Return to List Save

Click in the **Comparator** field and select the desired item from the dropdown list. Comparators are used as follows:

- EQUAL is used for comparisons against either text or numeric field values and is equivalent to the “=” mathematical operator; the **Value** entered for comparison must *exactly* match the value entered in the application form, including all letters, spaces and characters when used for text field comparisons
- NOT EQUAL is used for comparisons against either text or numeric field values and is equivalent to the “≠” mathematical operator; the **Value** entered for comparison must *not* match the value being compared in the application form, including all letters, spaces and characters when used for text field comparisons (e.g., NOT EQUAL to “Syrian hamsters” is not the same comparison as NOT EQUAL to “hamster”; the former comparison would exclude all records containing the specified species “Syrian hamsters”, the latter would exclude all records with the word “hamster” anywhere in the species field)
- LESS THAN is used for numeric field value comparisons only and is equivalent to the “<” mathematical operator
- LESS THAN EQUAL is used for numeric field value comparisons only and is equivalent to the “≤” mathematical operator
- GREATER THAN is used for numeric field value comparisons only and is equivalent to the “>” mathematical operator
- GREATER THAN EQUAL is used for numeric field value comparisons only and is equivalent to the “≥” mathematical operator

Find A Study: Add Application Search Filter x

***Filter Name:**

***Share this Filter:** Yes No

Comments:

Add a new Filter Criteria

Order	What Application?	What Section?	What Column?	Comparator	Value
⊗ 1	IACUC APPLICATION (ANIMALS)	<div style="font-size: x-small; margin-bottom: 5px;">(400) - Project Description and Procedures</div> <div style="font-size: x-small;">(22) - Animal justification</div>	IACUC_ANI_JUST <div style="font-size: x-small; margin-top: 5px;">Which Option?</div> <div style="font-size: x-small;">1</div>	<div style="font-size: x-small; margin-bottom: 5px;">--none--</div> <div style="border: 1px solid #ccc; padding: 2px; font-size: x-small;"> --none-- EQUAL NOT EQUAL LESS THAN LESS THAN EQUAL GREATER THAN GREATER THAN EQUAL </div>	<input type="radio"/> Yes <input type="radio"/> No

Select the **Value** against which the **Comparator** will be used.

Find A Study: Add Application Search Filter X

***Filter Name:**

***Share this Filter:** Yes No

Comments:

Add a new Filter Criteria

Order	What Application?	What Section?	What Column?	Comparator	Value	
⊗	1	IACUC APPLICATION (ANIMALS) ▾	(400) - Project Description and Procedures ▾ (22) - Animal justification ▾	IACUC_ANI_JUST ▾	EQUAL ▾	<input checked="" type="radio"/> Yes <input type="radio"/> No
			Which Option? ▾			
			1 ▾			

In the case of Yes/No select checkboxes or radio buttons, three possible options may be shown in the **Value** column:

- “Yes”, which is the value stored in the database when the checkbox/radio button for the item is selected
- “No”, which is the value stored in the database when the checkbox/radio button for the item is *not* selected
- “Not Set”, which is the value stored in the database when no checkbox(es)/radio button(s) for the item is(are) selected, indicating that the question was not answered; this option is only available for fields where a response is not required in the study application, or for draft applications where the question has not yet been answered

The example shown below demonstrates behavior of the **Value** field when the filter comparison is against a text entry.

Find A Study: Add Application Search Filter

*Filter Name: IACUC Survival Study Screen

*Share this Filter: Yes No

Comments: IACUC Survival Study Screen

Add a new Filter Criteria

Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
1	IACUC APPLICATION (ANIMALS)	(300) - Personnel Identification and Qualifications (10) - Project Participants Prior to approval of the AU	PI_EM_PHONE	--none--	(555) 555-5555

Return to List Save

In this type of comparison, the **Value** column contains a text entry field.

Returning to the original filter example, a second filter criterion is required to fulfill the filter parameters. Click the **Add a new Filter Criteria** button to add another filter criterion.

Find A Study: Add Application Search Filter

***Filter Name:**

***Share this Filter:** Yes No

Comments:

Add a new Filter Criteria

Order	What Application?	What Section?	What Column?	Comparator	Value
		What Question?			
(X) 1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures	IACUC_ANI_JUST	EQUAL	<input checked="" type="radio"/> Yes <input type="radio"/> No
		(22) - Animal justification	Which Option?		
			1		

Return to List Save

A second criterion record appears below the first.

Find A Study: Add Application Search Filter

***Filter Name:**

***Share this Filter:** Yes No

Comments:

Add a new Filter Criteria

Order	What Application?	What Section?	What Column?	Comparator	Value
		What Question?			
(X) 1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures	IACUC_ANI_JUST	EQUAL	<input checked="" type="radio"/> Yes <input type="radio"/> No
		(22) - Animal justification	Which Option?		
			1		
(X) 2	--none--	--none--	--none--	--none--	
		--none--			

Return to List Save

Follow the same steps as for the first criterion row to populate the new row. In this example, the second comparison is against the answer to the question, “Is death (without euthanasia) a planned endpoint?”

Find A Study: Add Application Search Filter ✕

*Filter Name:

*Share this Filter: Yes No

Comments:

[Add a new Filter Criteria](#)

Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
✕ 1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (22) - Animal justification	IACUC_ANI_JUST Which Option? 1	EQUAL	<input checked="" type="radio"/> Yes <input type="radio"/> No
✕ 2	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (150) - Is death (without euthanasia) a planned endpoint	_500_100_DEATH_NO_EUTHANASIA_YN	EQUAL	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Set

Return to List Save

The filter in this example is now complete. If additional criteria rows are needed, click the **Add a new Filter Criteria** button and follow the steps outlined above to add and populate them.

If any criteria are added in error, click the delete icon in the far-left column to remove the unwanted criteria. A confirmation popup window displays.

Find A Study: Add Application Search Filter ✕

*Filter Name:

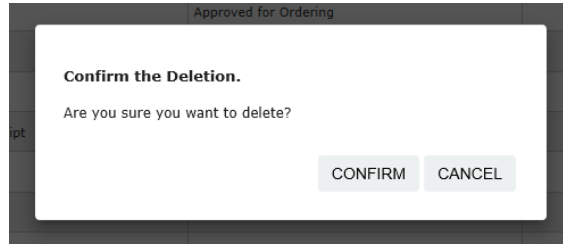
*Share this Filter: Yes No

Comments:

[Add a new Filter Criteria](#)

Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
✕ 1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (22) - Animal justification	IACUC_ANI_JUST Which Option? 1	EQUAL	<input checked="" type="radio"/> Yes <input type="radio"/> No
✕ 2	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (150) - Is death (without euthanasia) a planned endpoint	_500_100_DEATH_NO_EUTHANASIA_YN	EQUAL	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Set

Return to List Save



Click **CANCEL** to close the popup without deleting the criterion.

Click **CONFIRM** to delete the record and close the popup.

Back on the **Find A Study: Add Application Search Filter** popup, click the **Return to List** button to close the popup without saving the filter.

Click the **Save** button to save the filter and close the popup.

Find A Study: Add Application Search Filter ✕

Filter Name:

Share this Filter: Yes No

Comments:



Add a new Filter Criteria

Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
✕ 1	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (22) - Animal justification	IACUC_ANI_JUST Which Option? 1	EQUAL	<input checked="" type="radio"/> Yes <input type="radio"/> No
✕ 2	IACUC APPLICATION (ANIMALS)	(400) - Project Description and Procedures (150) - Is death (without euthanasia) a planned endpoint	__500_100_DEATH_NO_EUTHANASIA_YN	EQUAL	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Set

Return to List Save

If **Save** was clicked, the filter is added to the **Find A Study: Application Search Filters** page.

Find A Study: Application Search Filters X

Manage Filters:			
Select	Edit	Delete	Filter Name
<input type="radio"/>			IACUC Survival Study Screen
<input type="radio"/>			IRB Drug Data Value Filter

Criteria to Apply: No filter selected.

Click the icon in the **Edit** column (shown below) for any filter on the page to reopen the add panel for that filter and make revisions.

Find A Study: Application Search Filters X

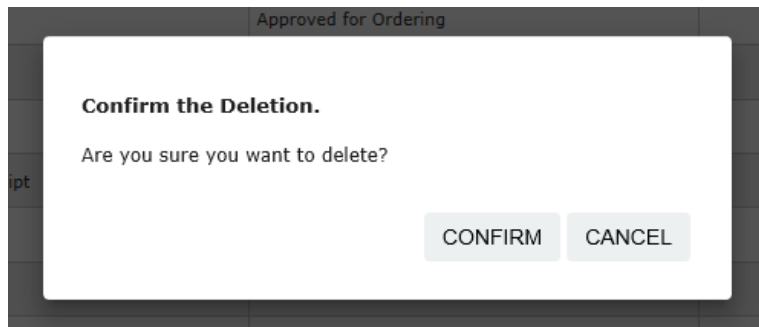
Manage Filters:			
Select	Edit	Delete	Filter Name
<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IACUC Survival Study Screen
<input type="radio"/>			IRB Drug Data Value Filter

Criteria to Apply: No filter selected.

Click the icon in the **Delete** column (shown below) for any filter on the page to delete the associated filter.



A confirmation popup window displays.



Click **CANCEL** to close the popup without deleting the filter.

Click **CONFIRM** to delete the filter and close the popup.

Select the radio button in the **Select** column to display a preview of **Criteria to Apply** for the applicable filter, as shown below.

Find A Study: Application Search Filters X

Add a New Application Filter

Manage Filters:	Select	Edit	Delete	Filter Name
	<input checked="" type="radio"/>			IACUC Survival Study Screen
	<input type="radio"/>			IRB Drug Data Value Filter

Criteria to Apply:	What Section?	What Column?	Comparator	Value
Application	What Question?			
IACUC APPLICATION (ANIMALS)	Section: (400) - Project Description and Procedures Question: (22) - Animal justification	IACUC_ANI_JUST - IACUC Animal Justification Which Option? 1	EQUAL	<input checked="" type="radio"/> Yes <input type="radio"/> No
IACUC APPLICATION (ANIMALS)	Section: (400) - Project Description and Procedures Question: (150) - Is death (without euthanasia) a planned endpoint	_500_100_DEATH_NO_EUTHANASIA_YN	EQUAL	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Set

Cancel Apply

Note that temporary changes can be made to active fields in the **Criteria to Apply** preview before applying the filter, but these changes will not be saved to the filter. To make and save changes to the filter, click the icon in the **Edit** column.

Click the **Cancel** button to close the **Find A Study: Application Search Filters** page *without* applying the selected filter.

Click the **Apply** button to close the page *and* apply the selected filter. As shown below, the **Application Find Options** button on the **Find A Study** page updates with a yellow background and checkmark to indicate saved application filters are in use.

My Workspaces ▾ Study Assistant
Find A Study
⌂ Back

Find a Study Filters ⓘ

Display Projects by: IRB Number ▾	IRB Number: <input type="text"/>
Study Alias: <input type="text"/>	Study Status: All ▾
Sponsor: <input type="text"/>	Study Classification: All ▾
Active <input type="checkbox"/> Principal Investigator: <input type="text"/>	Reference Number: <input type="text"/>
Department: <input type="text"/>	Include Studies that have not been assigned an IRB Number: <input type="checkbox"/>
IRB Expiration Date: <input type="text"/> - <input type="text"/>	
Common Rule: All ▾	

+ Advanced Find Options

Application Find Options

Reset Find Options

Find ...

68 result(s) found...
1 - 25 ▶

2019	Study Alias			

Application Find Options remain active on the **Find a Study** page until the filter selection is cleared.

When more than one **Application Find Options** filter is in use, to clear an active filter click the **Application Find Options** button to reopen the **Find A Study: Application Search Filters** page. Clear the **Select** column radio button for any filter(s) to be removed from the search and click the **Apply** button at the bottom of the page.

Click the **Reset Find Options** button on the **Find a Study** page to clear *all* selected filters and/or search criteria.

Application Find Options filters can be used in conjunction with any other search criteria and filters on the **Find a Study** page, including **Advanced Find Options**.

Find a Study for All Users

Find a Study can be made available for all users within Study Assistant using the system property located in *System Admin > System Configuration > Study Default Settings > system.find_study_for_all_users*.

When this property is set to “Yes”, any user with access to Study Assistant will have the ability to use **Find a Study**, not just System Administrators and Department Administrators. This will allow users to look up studies that they are not associated to and view contact information for the study.

When the user opens the study record, they will be presented with a page that displays study-specific information such as: Study Title, Study Status, Departments, Principal Investigator, the PI’s Phone and Email, Study Coordinators, and the Study Coordinators’ Phone and Email.

Below is an example of the information the user will have access to.

My Workspaces ▾

IRB Number: **IRB-20-336**
PI: Smith, Betty

Study Assistant

⏪ Back

Study Title:	Serum Metal Ion Concentration after Insertion of Pediatric Flexible Nail		
Study Status:	Active		
Department:	General Hospital		
Principal Investigator:	Smith, Betty	Phone number: 909-111-2222	Email address:
Study Manager:	Smith, Betty	Phone number: 909-111-2222	Email address:

For more information please contact the PI or Coordinator

Tasks

The Tasks panel on the Study Workspace allows the user to view and manage all action tasks that are generated by the system. If configured, the panel will have three tabs: “All Tasks”, “Study Tasks”, and “Project Tasks”.

“All Tasks” displays all action items in one queue.

The screenshot shows the 'All Tasks' interface with tabs for 'All Tasks' and 'Study Tasks'. A dropdown menu for 'Task List' is set to 'All' and 'Filter By' is set to '--none--'. Below the filters, it says '22 result(s) found...'. The main table lists tasks with columns: Click to open, Task Type, Date Received, Description, Priority, and Complete By. The tasks listed are:

Click to open	Task Type	Date Received	Description	Priority	Complete By
<input type="checkbox"/>	Submission Routing Signoff	07/20/2021 11:58 AM PDT	John Investigator as Principal Investigator review and apply signoff, assigned by John Investigator	No Priority	<input type="text"/>
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	07/19/2021 09:39 AM PDT	Notice to complete conflict of interest study disclosure questionnaire assigned to John Investigator	No Priority	<input type="text"/>
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	07/19/2021 08:10 AM PDT	Notice to complete conflict of interest study disclosure questionnaire assigned to John Investigator	Low	<input type="text"/>
<input type="checkbox"/>	Conflict of Interest Study Disclosure Questionnaire	07/19/2021 08:08 AM PDT	Notice to complete conflict of interest study disclosure questionnaire assigned to John Investigator	Medium	<input type="text"/>
<input type="checkbox"/>	Continuing Review Due	07/16/2021 03:30 AM PDT	Pending Expiration Notice for 60 Day Continuing Review Notification with the expiration date of 09/14/2021	High	<input type="text"/>

At the bottom, it says '22 result(s) found...' and '1 - 5' with a right arrow.

If a user clicks on the check box for an item a **Clear All Task(s)** button will appear.

The screenshot shows the 'Study Tasks' interface with tabs for 'All Tasks', 'Study Tasks', and 'Project Tasks'. A 'Clear Selected Task(s)' button is highlighted with a red box. Below the button, it says '2 result(s) found...'. The main table lists tasks with columns: Click to open, Details, Task Type, Date Received, Study Status, Study Title, Principal Investigator, and Review Board. The tasks listed are:

Click to open	Details	Task Type	Date Received	Study Status	Study Title	Principal Investigator	Review Board
<input checked="" type="checkbox"/>		Reviewer Assignment	06/18/2021 01:30 PM PDT	Active	Serum Ferritin as a Predictor for Development of Anemia in Pregnancy	Investigator, John	IRB
<input type="checkbox"/>		Submission Signoff	06/10/2021	Draft	SKK Lumbar Disc Herniation Study		

Clicking this button will dismiss the task but will not complete the action item. When clicked the user is presented with the following warning message.

The screenshot shows a 'Confirm' dialog box with the following text:

Confirm

Warning: Clearing the selected task(s) will remove them from your list.



This does not mean they are COMPLETED! The work behind these task(s) remains open.

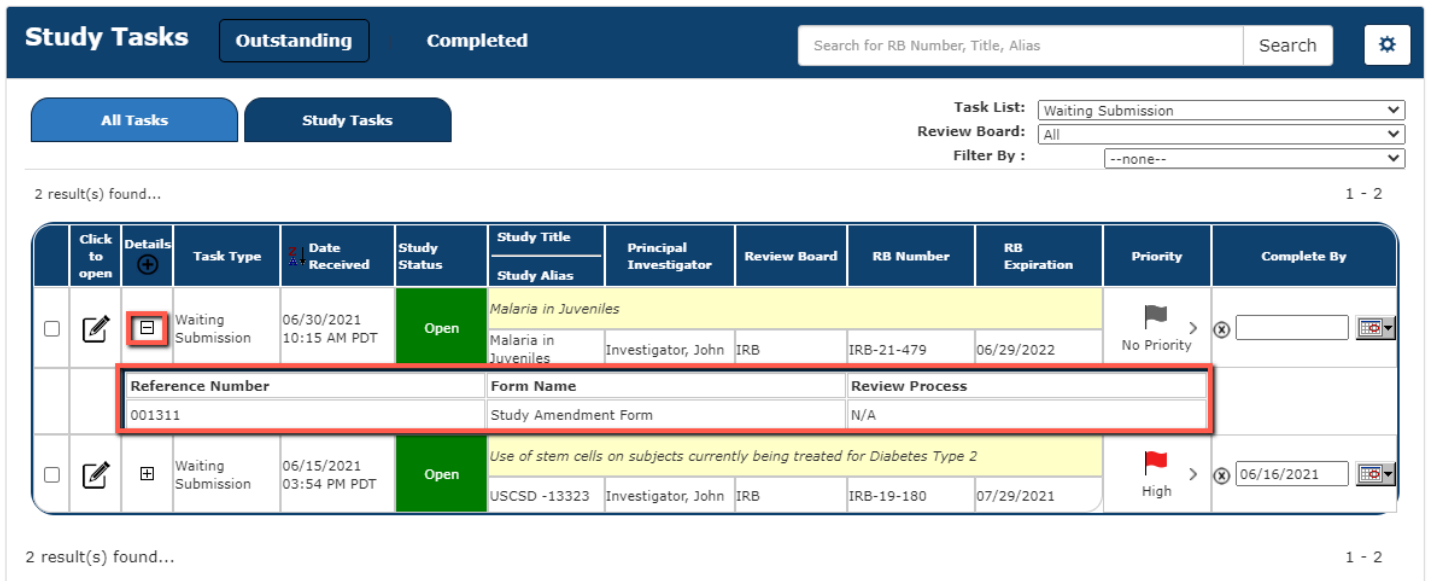
Are you sure you want to clear these task(s)?

CONFIRM CANCEL

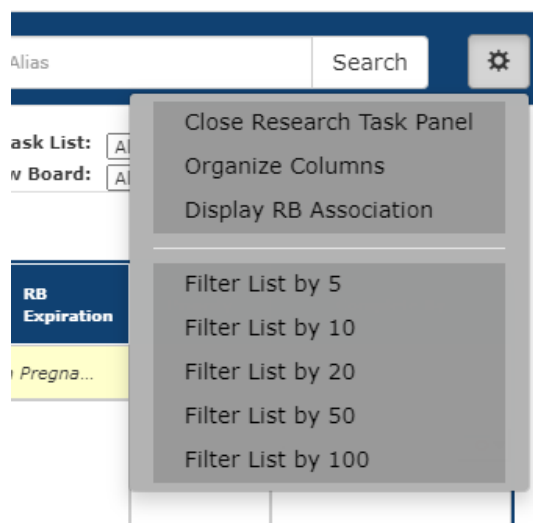
Within each task queue, the user can also filter by Outstanding and Completed tasks, RB number, Title, and Alias using the functionality at the top of the task queue.




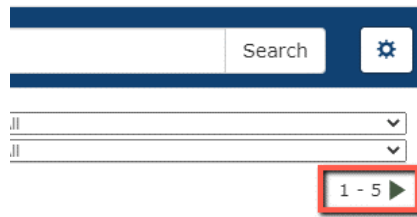
Clicking on the  icon will open the task and take the user to the area of the system or form to complete the task. Users can also click on the  icon to view more detail about a task.




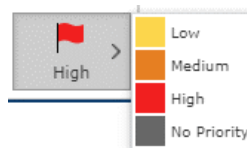
Clicking on the gear icon in the right-hand corner will open the following menu options.




From here the user can close the panel, organize the additional detail columns that were displayed when the  icon was clicked, filter by RB association and choose how many results to view at one time. The user may toggle through the tasks displayed by clicking on the right facing arrow in the right corner as shown below.







We have also added the ability to prioritize tasks as Low, Medium and High Priority. Users can click on the  button to open the priority menu as shown below.



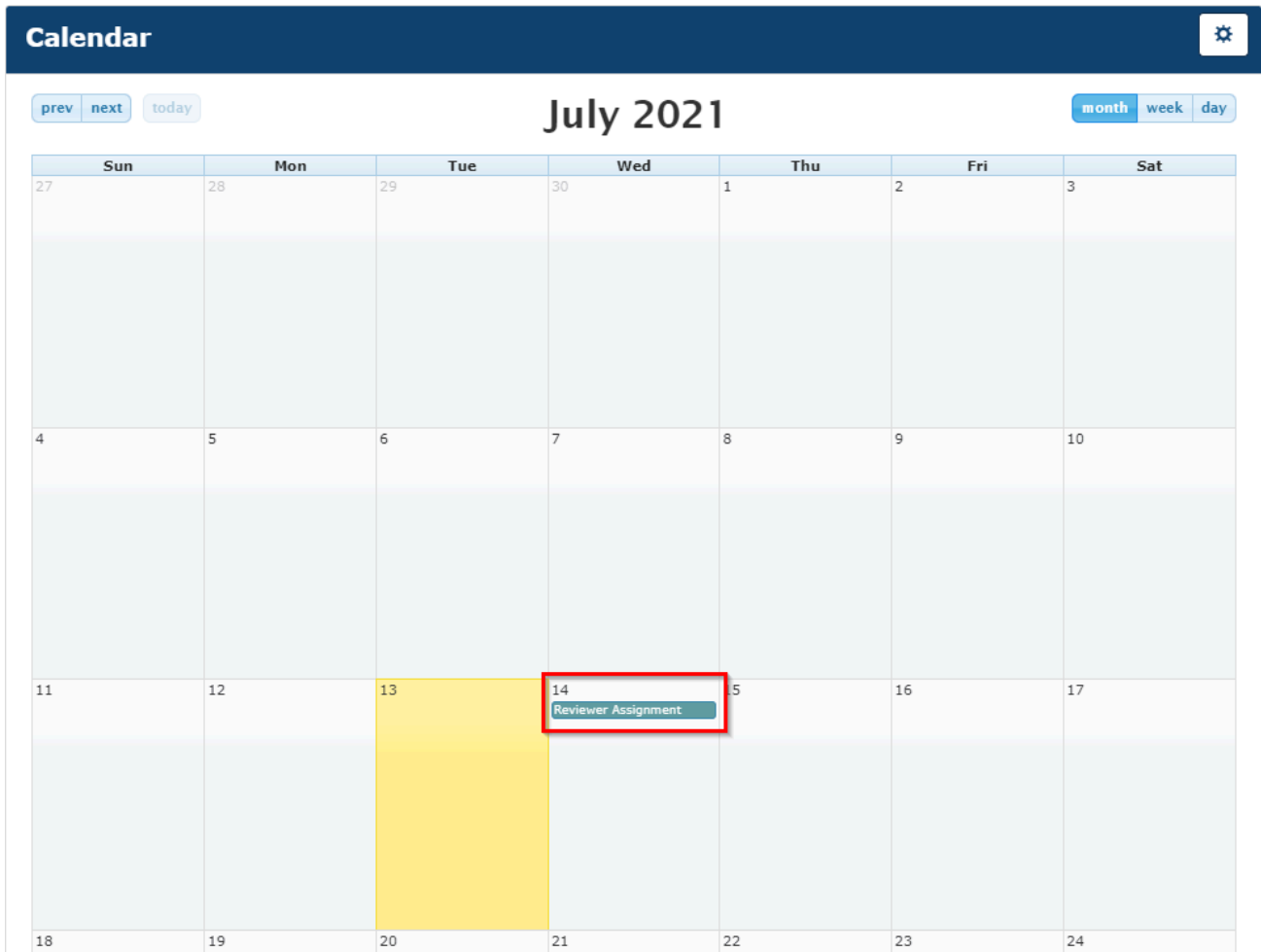
Users can then select the desired priority and the task will update immediately with page refresh. If “High Priority” is selected, the **High Priority Tasks** tile will be updated without page refresh as well to show the correct task number.

<input type="checkbox"/>			Reviewer Assignment	06/18/2021 01:30 PM PDT	Active	Serum Ferritin as a Predictor for Development of Anemia in Pregna...	Investigator, John	IRB	IRB-21-375	 >		<input type="text"/>	
--------------------------	--	--	---------------------	-------------------------	--------	--	--------------------	-----	------------	---	--	----------------------	--

Users can also set the **Complete By** date for a task.

Priority	Complete By
 > Medium	<input type="text" value="07/14/2021"/>
 > Medium	<input type="text" value="07/14/2021"/>
 > High	<input type="text" value="07/14/2021"/>
 > High	<input type="text" value="07/14/2021"/>

This will place an event on the system calendar that will link the user to the task as shown below.

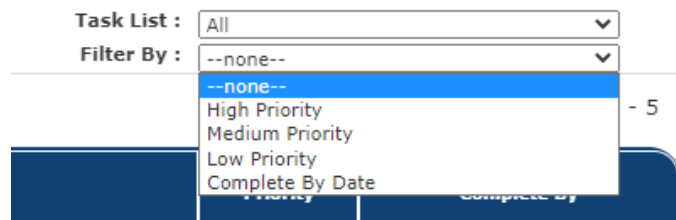


Clicking on the task on the calendar will take the user to the task to be completed.

If configured, users will also receive a calendar invite in their notification email on file for the event. Accepting the event will place an All-Day appointment on their email calendar (Outlook, Google, etc.). Any changes in iRIS™ to the **Complete By** date will send an updated calendar invite for the user to accept.

A notification can also be configured in System Administration to send out reminder messages regarding tasks with **Complete By** dates. Please see your System Administration manual for more details.

Users can also filter tasks by priority and by **Complete By** date from the “All Tasks” view as shown below.



Users can then click on the “Study Tasks” or “Project Tasks” tab to view specific information regarding studies and projects that the task is linked to. Below is the view from “Study Tasks”.

Study Tasks																																																											
Outstanding																																																											
Completed																																																											
Search for RB Number, Title, Alias										Search																																																	
<div style="display: flex; justify-content: space-between;"> 2 result(s) found... 1 - 2 </div> <table border="1"> <thead> <tr> <th>Click to open</th> <th>Details</th> <th>Task Type</th> <th>Date Received</th> <th>Study Status</th> <th>Study Title</th> <th>Principal Investigator</th> <th>Review Board</th> <th>RB Number</th> <th>RB Expiration</th> <th>Priority</th> <th>Complete By</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Study Alias</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>Reviewer Assignment</td> <td>06/18/2021 01:30 PM PDT</td> <td>Active</td> <td>Serum Ferritin as a Predictor for Development of Anemia in Pregna...</td> <td>Investigator, John</td> <td>IRB</td> <td>IRB-21-375</td> <td></td> <td>Low</td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Submission Signoff Denied</td> <td>06/10/2021 01:15 PM PDT</td> <td>Draft</td> <td>SKK Lumbar Disc Herniation Study</td> <td>Smith, John</td> <td>IRB</td> <td>IRB-21-422</td> <td></td> <td>High</td> <td><input type="text"/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between;"> 2 result(s) found... 1 - 2 </div>												Click to open	Details	Task Type	Date Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration	Priority	Complete By						Study Alias							<input type="checkbox"/>		Reviewer Assignment	06/18/2021 01:30 PM PDT	Active	Serum Ferritin as a Predictor for Development of Anemia in Pregna...	Investigator, John	IRB	IRB-21-375		Low	<input type="text"/>	<input type="checkbox"/>		Submission Signoff Denied	06/10/2021 01:15 PM PDT	Draft	SKK Lumbar Disc Herniation Study	Smith, John	IRB	IRB-21-422		High	<input type="text"/>
Click to open	Details	Task Type	Date Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration	Priority	Complete By																																																
					Study Alias																																																						
<input type="checkbox"/>		Reviewer Assignment	06/18/2021 01:30 PM PDT	Active	Serum Ferritin as a Predictor for Development of Anemia in Pregna...	Investigator, John	IRB	IRB-21-375		Low	<input type="text"/>																																																
<input type="checkbox"/>		Submission Signoff Denied	06/10/2021 01:15 PM PDT	Draft	SKK Lumbar Disc Herniation Study	Smith, John	IRB	IRB-21-422		High	<input type="text"/>																																																

Any changes to the priority and **Complete By** date will display on other tabs as applicable.

Studies Submission Status

This section allows users to respond to, address, and view different tasks and issues related to their submitted studies.

Studies Submission Status - In Progress									
Search for RB Number, Title, Alias									
Search									
21 result(s) found... 1 - 5 ▶									
Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form Author	Date Submitted	Actions	
					Study Alias				
	001315	1) IBC Board 2) IRB	1) IBC-21-0115 2) IRB-21-481	Initial Review Submission Form	Malaria in Juveniles	Investigator, John	07/12/2021 03:55 PM PDT	Steps	
	001320	IRB	IRB-21-483	Initial Review Submission Form	COVID 19 Complications in adults 55 and older	Investigator, John	07/12/2021 03:51 PM PDT	Steps Incomplete Tasks Open Steps to Complete	
	001319	IRB	IRB-21-459	Initial Review Submission Form	Copy of Directing differentiation of human induced pluripotent stem cells by target organ co-culture	Investigator, John	07/12/2021 03:22 PM PDT	Steps Incomplete Tasks Open Steps to Complete	
	001318	IRB	IRB-19-180	Unanticipated Events Form	Use of stem cells on subjects currently being treated for Diabetes Type 2	Investigator, John	07/12/2021 12:49 PM PDT	Steps	
	001316	IRB	IRB-21-476	Study Amendment Form	Malaria in Juveniles	Coordinator, Sean	07/12/2021 09:34 AM PDT	Steps Incomplete Tasks Open Steps to Complete	
21 result(s) found... 1 - 5 ▶									

The table in this panel displays a submission’s Reference Number, Form Name, Study Title, Alias, Form Author, Date Submitted, and Actions.

Under the “Actions” column, users can click on the **Steps** button to see details such as on the current location of the submission, pending steps needed to be taken, past action items related to the submission, and more.

Studies Submission Status - In Progress									
Search for RB Number, Title, Alias								Search	
21 result(s) found... 1 - 5									
Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title Study Alias	Form Author	Date Submitted	Actions	
	001315	1) IBC Board 2) IRB	1) IBC-21-0115 2) IRB-21-481	Initial Review Submission Form	Malaria in Juveniles MJ0630	Investigator, John	07/12/2021 03:55 PM PDT		
	001320	IRB	IRB-21-483	Initial Review Submission Form	COVID 19 Complications in adults 55 and older COVID 19 Complications in adults 55 and older	Investigator, John	07/12/2021 03:51 PM PDT	Incomplete Tasks Open Steps to Complete	
Pre-Submission									
Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time				
	Pre-Submission		07/12/2021 03:51 PM PDT		1 Day(s) 0 Hour(s) 25 Minute(s)	Retract Submission			

Notice that a **Total Time** column has been added, showing the time that each step has taken. Users can respond to different tasks or address issues from this screen by clicking on the applicable buttons such as **Retract Submission**, **View Signoff Routing List**, **View Signoff**, **View Details** of training errors, and view time since submission. This table will also include outcome information when it is available for the submission.

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
	Pre-Submission		06/21/2021 08:45 AM PDT	06/21/2021 08:45 AM PDT	0 Day(s) 0 Hour(s) 0 Minute(s)
Completed		Initial Review Submission Form is waiting to be submitted	06/21/2021 08:45 AM PDT	06/21/2021 08:45 AM PDT	Day Hour Minute 0 0 0
Completed	View Signoff Routing List	Assign Department Personnel for Signoff	06/21/2021 08:45 AM PDT	06/21/2021 08:45 AM PDT	Day Hour Minute 0 0 0
Completed	View Signoff	John Investigator as Principal Investigator review and apply signoff	06/21/2021 08:45 AM PDT	06/21/2021 08:45 AM PDT	Day Hour Minute 0 0 0
	View Details	The following Study Personnel are not registered with up to date training records:	06/21/2021 08:45 AM PDT	06/21/2021 08:45 AM PDT	Day Hour Minute 0 0 0
	IRB	Submission Components Review Process Review Outcome Outcome Letters	06/21/2021 08:45 AM PDT		3 Day(s) 5 Hour(s) 2 Minute(s)
Received		IRB received the submission	06/21/2021 08:45 AM PDT		Days Hours Minutes 3 5 2
Received		Jane Coordinator has been assigned as the analyst	06/21/2021 08:45 AM PDT		Days Hours Minutes 3 5 2

By clicking into individual steps in the workflow, users can see further submission details.