



IRB ASSISTANT

Reviewer Dashboard Manual

Version 11.02

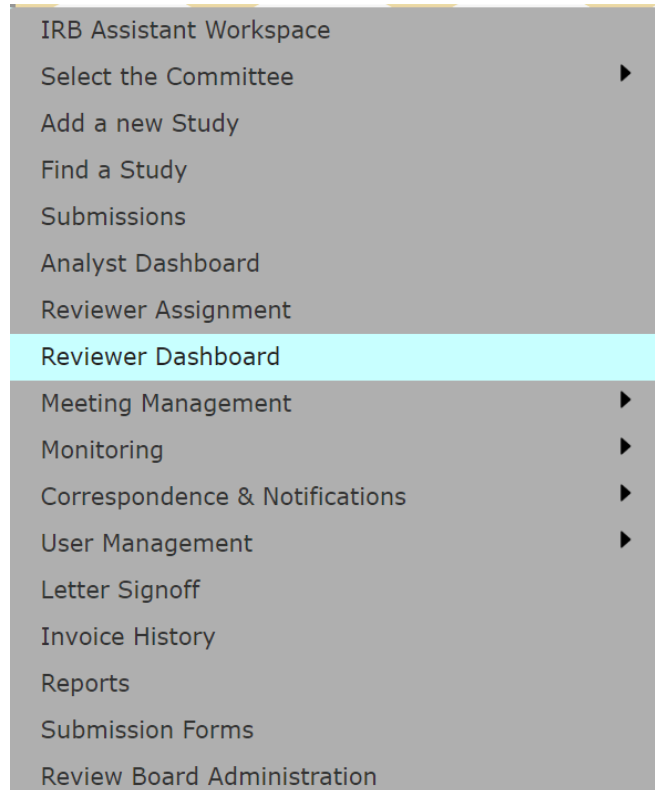
Contents

Introduction.....	2
Task List.....	3
Reviewer Checklist.....	5
Reviewer Panel.....	5
Internal Submission Routing.....	11
Committee Meetings.....	13
Reviewer Specific Tasks.....	14
Reviewer Assignment Task.....	14
Internal Submission Routing Signoff Task.....	14

Reviewer Dashboard

Introduction

This manual will guide you through the process of using the **Reviewer Dashboard** menu item in the **IRB Assistant** menu group on the homepage of your iRIS™ software. Within the Reviewer Dashboard, you can access any submission you have been assigned to review, access internal submission routing assignments, and review any upcoming meetings.



Any of your incomplete Reviewer Assignments will populate in the main page. To the left of the page, you can switch screen views and view the agenda for different meeting dates. The Switch View area contains links to the Task List and Internal Submission Routing. The Upcoming Committee Meeting and Past Committee Meeting areas will display different meeting dates. The Task List is selected by default and displays any submissions you have been assigned to review.

My Workspaces ▾ IRB **Reviewer Dashboard** Back

Switch View

Task List

Internal Submission Routing

Upcoming Committee Meeting

July 01, 2019

July 08, 2019

July 11, 2019

July 15, 2019

July 22, 2019

Past Committee Meeting

April 01, 2019

April 08, 2019

April 11, 2019

April 15, 2019

April 22, 2019

April 25, 2019

April 28, 2019

[Close Search]

Submissions Type: All Committee Type: -- All -- Search

Process Type: All Status: Incomplete ▾

PDF	Details	Click to open	IRB Number	Study Classification	Review Process	Date Board Received	Expiration Date	Principal Investigator	Assigned Analyst
			17701 IRB2-18-072	007856	Submission Response for Initial Review Submission Form	Process Administratively	05/09/2018 2:09:14 PM PDT		Administrator, First name, Brig. Gen.
				008459	Human Research Determination Request	Process Administratively	06/14/2018 5:51:02 PM PDT		
				008467	Human Research Determination Request	On Agenda	06/15/2018 11:09:40 AM PDT		A., Administrator Admin
			Human 3168 Research						
			IRB-18-3168	008850	KSP Modification	Process Administratively	07/20/2018 4:58:15 PM PDT	07/18/2018	admin, Admin Admin Mr, B.S. Brig. Gen.

Task List

The Task List displays any submissions you have been assigned to review. The page contains search and view options for you to manage your review assignments. You can click the **Close Search** link to hide the search criteria. The icon will hide the menu on the left, allowing the Task List queue to display on the entire page.

The search criteria at the top of the queue will allow you to search for specific assignments. This allows you to easily access any submission you have been assigned to review. Submission Type contains a list of submission form types. Committee Type populates with committees your account is associated with in User Accounts. Process Type contains a list of review processes. The default is “All,” but you can also search by submissions placed On Agenda, Expedited, Emergency Use, etc. To do this, set the dropdown option to “Assigned”, then an additional drop down list will become available listing the available review processes you can select.

Switch View

Task List

Internal Submission Routing

Upcoming Committee Meeting

Past Committee Meeting

[Close Search] Close Search

Submissions Type: All Committee Type: -- All -- Search

Process Type: Assigned Status: Incomplete ▾

All

On Agenda

Expedite

Exempt

Forward to Review Board

Returned for Corrections

Process Administratively

Designated Reviewer

PDF	Details	Click to open	IRB Number	Study Classification	Review Process	Date Board Received	Expiration Date	Principal Investigator	Assigned Analyst
			iMedRIS Test HUM12097						
					Expedite	04/18/2013 11:50:49 AM PDT	11/07/2013	Chen, Brent	

The Status list will allow you to search for Incomplete or Complete reviewer assignments. After you select items to refine your search, click the **Search** button and the page will refresh with all submissions that meet your search criteria.

The Task List page contains the columns shown in the screenshot below. You may sort the submissions by any of the columns from IRB Number to Assigned Analyst by clicking on the column. You may then indicate the sort order alphabetically from A-Z or Z-A by clicking on the icon.

PDF	Details	Click to open	IRB Number	Ref Number	Type	Study Classification	Review Process	Date Board Received	Expiration Date	Principal Investigator	Assigned Analyst
			iMedRIS Test					04/18/2013			

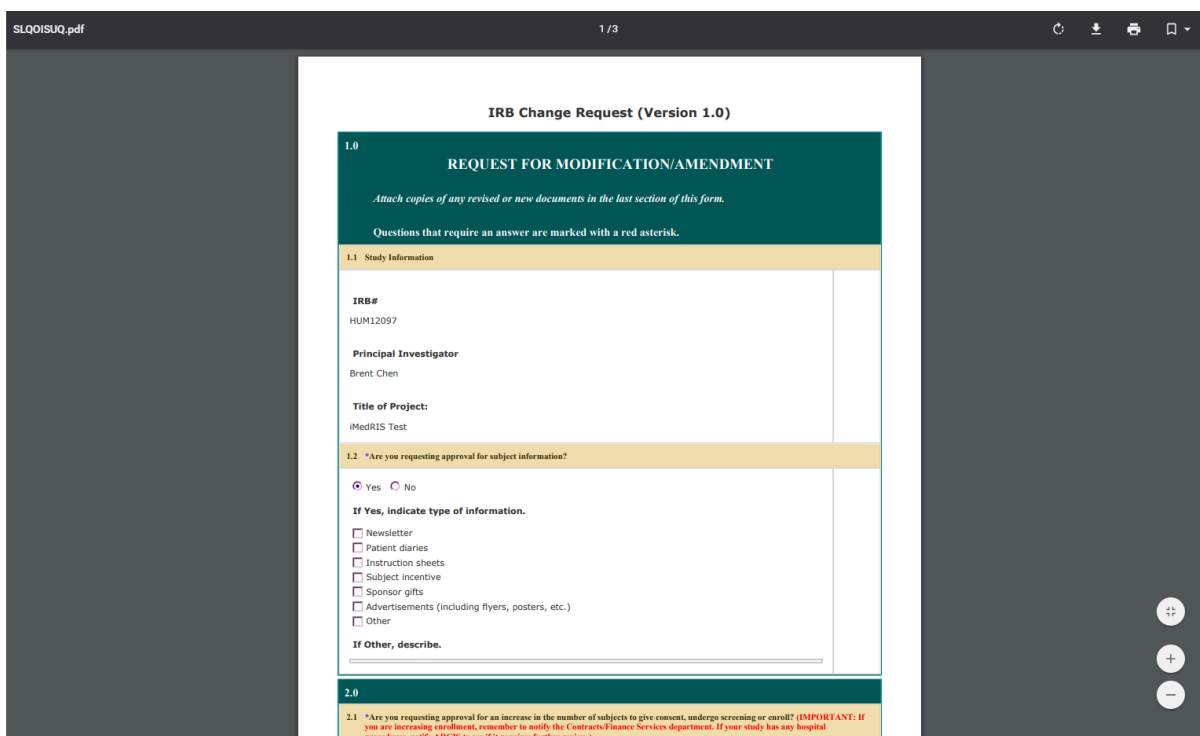
PDF – click on the icon in this column to view the submission form in PDF. When this icon is clicked, the system will convert the submission components to PDF view. This may take several moments, depending on the size of the material you are viewing.

Please Wait ...



**The Document is being generated into a PDF file.
This operation may take a moment.**

After the submission form(s) is converted to PDF, a new window will open similar to that in the screenshot below. You can review the submission from this screen, or print the submission. The new window will allow you view the PDF version of the submission components and the Reviewer Dashboard screen at the same time. This feature will enable you to continue with your review, or switch back to the submission form as needed. When you are finished reviewing the submission form, click the **Close** button at the top of the page.



Details – Clicking the icon in this column will pop up with additional details about the submission.

PDF	Details	Click to open	IRB Number	Ref Number	Type	Study Classification	Review Process	Date Board Received	Expiration Date	Principal Investigator	Assigned Analyst										
			iMedRIS Test					04/18/2013		Chen, Brent											
<div style="border: 1px solid green; padding: 5px;"> <p>Submission Details [X]</p> <table border="1"> <thead> <tr> <th>Ref Number</th> <th>Study Classification</th> <th>Date Board Received</th> <th>Principal Investigator</th> <th>Assigned Analyst</th> </tr> </thead> <tbody> <tr> <td>001034</td> <td></td> <td>04/18/2013 11:50:49 AM PDT</td> <td>Chen, Brent</td> <td></td> </tr> </tbody> </table> </div>												Ref Number	Study Classification	Date Board Received	Principal Investigator	Assigned Analyst	001034		04/18/2013 11:50:49 AM PDT	Chen, Brent	
Ref Number	Study Classification	Date Board Received	Principal Investigator	Assigned Analyst																	
001034		04/18/2013 11:50:49 AM PDT	Chen, Brent																		
										Minarik, Randy middle, M.S. Brig. Gen.	Glaser, Trevor										

Reviewer Checklist

Click to open – Access your reviewer checklist by clicking the icon in this column. This will open the Reviewer Checklist form, similar to opening the Reviewer Task from your Homepage. Navigate through the form by completing the necessary questions and clicking the **Save and Continue** button on the top right of the page.

My Workspaces IRB Number: **IRB-19-134** IRB **Review Checklist - (Version 1.0)** [Back](#)

Protocol Items | Miscellaneous | Submission Forms

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

Section view of the Form | Entire view of the Form

1.0 **Reviewer Checklist Form**

1.1 Please answer all of the following:

- * The convened Board (or designated reviewer) has adequate expertise to conduct review.

 Yes No
- * The assigned reviewer has a Conflict of Interest.

 Yes No

Please Look all teh review components submitted withign the submission.

Items in List View | Create PDF Packet

Include in PDF Packet
Current Submission Components (All Rounds)
More Details

Within the reviewer checklist, you will also have the option to use the **Reviewer Panel** option located at the top of the page. The reviewer panel allows you to navigate through the submission components, where you can view specific sections within each form and make comments as needed.

Reviewer Panel

Click the **Reviewer Panel** button to open the submission review panel.

My Workspaces IRB Number: **IRB-19-134** PI: Investigator, John IRB **Review Checklist - (Version 1.0)** Back

Protocol Items Miscellaneous **Submission Forms**

Print Friendly **Reviewer Panel** Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 **Reviewer Checklist Form**

1.1 Please answer all of the following:

- * The convened Board (or designated reviewer) has adequate expertise to conduct review.
 Yes No
- * The assigned reviewer has a Conflict of Interest.
 Yes No

Please Look all teh review components submitted withgn the submission.

Items in List View Create PDF Packet

Include in PDF Packet Current Submission Components (All Rounds) More Details

On the left-hand side of the screen, you will have all the submission components available for viewing access.

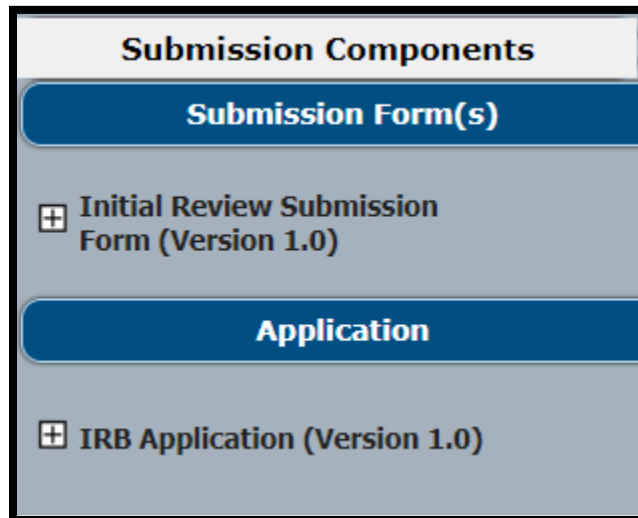
Protocol Status: **Open** Ref Number: **IRB-19-134-NEW-1.0** IRB Number: **IRB-19-134** Protocol Title: **The Procuring and Banking of Human Tissue...** Close Panel

Submission Components

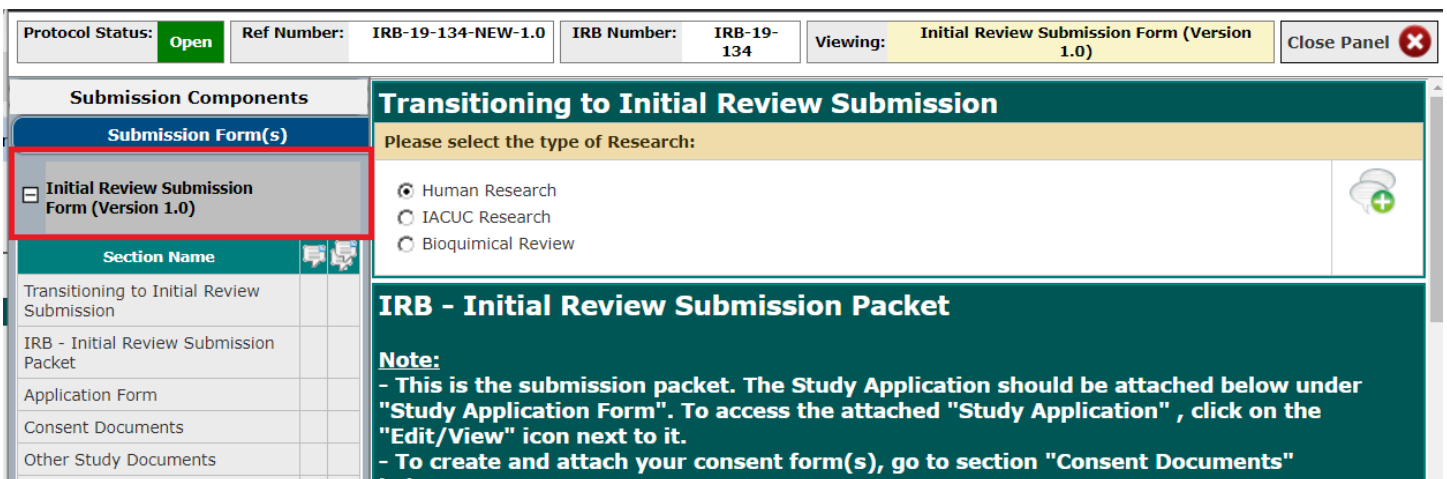
- Submission Form(s)
- Application


Welcome to Submission Review Panel
Click on the submission components you would like to review from the left-side menu.

Click on the different submission components link(s) to view the associated forms within each corresponding section.



To review a submission form, click on the form name to display the entire view of the form.




You can also view specific sections within each form by clicking on the  icon to expand section details. Once the sections are expanded, you can click on a specific section for review.

Submission Components

Submission Form(s)

Initial Review Submission Form (Version 1.0)

Section Name		
Transitioning to Initial Review Submission		
IRB - Initial Review Submission Packet		
Application Form		
Consent Documents		
Other Study Documents		
Additional Special Routing		

Within each form, you will have the ability to make comments associated with specific questions. To comment, click on the  icon next to the corresponding question. This will populate a comment window where you can enter comments and save them to the submission form.

Submission Components

Submission Form(s)

Initial Review Submission Form (Version 1.0)

Section Name		
Transitioning to Initial Review Submission		
IRB - Initial Review Submission Packet		
Application Form		
Consent Documents		
Other Study Documents		
Additional Special Routing		

Transitioning to Initial Review Submission

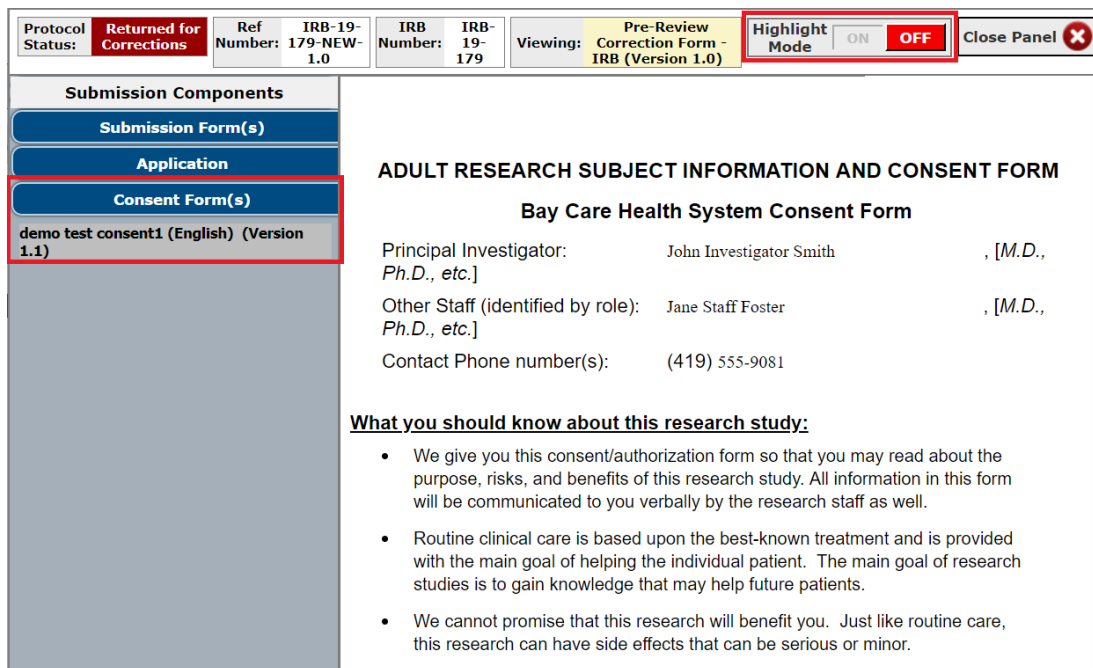
Please select the type of Research:

- Human Research
- IACUC Research
- Bioquimical Review





When you view a consent or other study document, the document will display within the panel and an additional feature will be available on the top of the panel called **Highlight Mode**. By default, this mode is off. Click the **On** button to enable the feature. Note the “Expand Comments Panel” option at the bottom of the page.



When Highlight Mode is enabled, the Comments Panel will expand on the page. You can highlight areas of the document and add comments to that specific part of the document.

Protocol Status: Returned for Corrections	Ref Number: IRB-19-179-NEW-1.0	IRB Number: IRB-19-179	Viewing: Pre-Review Correction Form - IRB (Version 1.0)	Highlight Mode ON OFF	Close Panel
--	--------------------------------	------------------------	---	------------------------------	-------------

Submission Components

- Submission Form(s)
- Application
- Consent Form(s)
- demo test consent1 (English) (Version 1.1)

ADULT RESEARCH SUBJECT INFORMATION AND CONSENT FORM

Bay Care Health System Consent Form

Principal Investigator: John Investigator Smith, [M.D., Ph.D., etc.]

Other Staff (identified by role): Jane Staff Foster, [M.D., Ph.D., etc.]

Contact Phone number(s): (419) 555-9081

What you should know about this research study:

- We give you this consent/authorization form so that you may read about the

Previous Next Reply Delete Click to collapse Comments Panel

Highlighted text:

Contact Phone number(s): (419) 555-9081

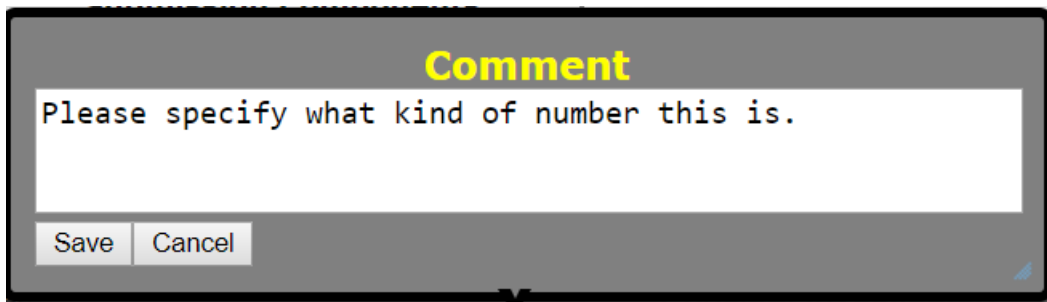
A popup will appear, and the background will gray out. Add your comment to the popup. You can move the comment box around on the page by clicking on the box and dragging it to the desired location.



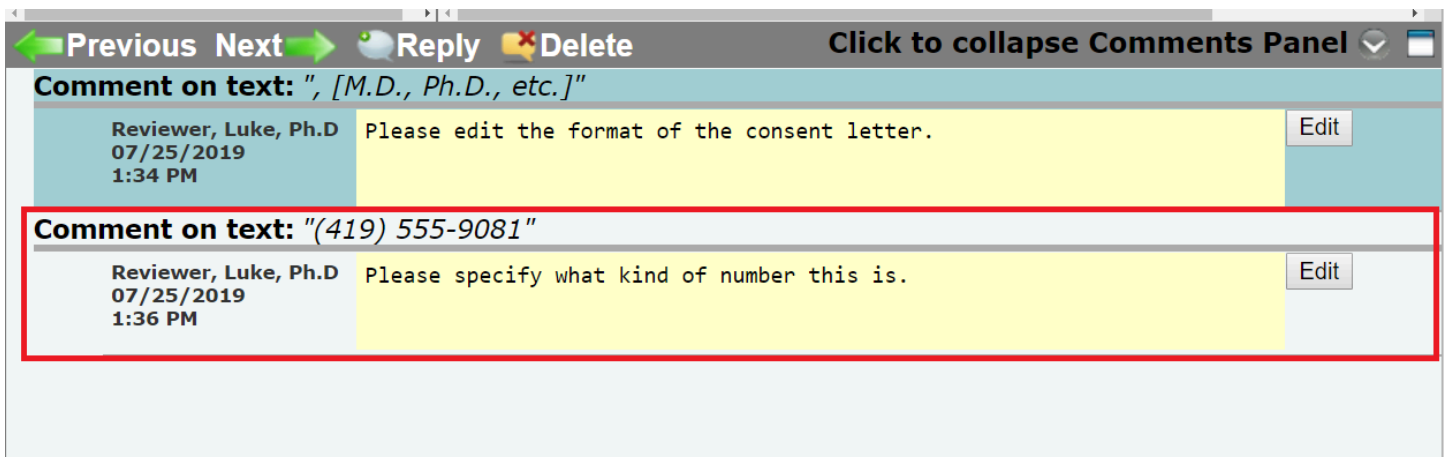
You can also expand the comment box by placing your mouse at the bottom or right side of the box and clicking and dragging the box.



When you have added the comment, click the **Save** button to the bottom left of the comment box.



You can click the **Cancel** button to discard the comment.



Comments added to the document will display within the Comments Panel at the bottom of the page. If other members have added comments, those will appear in the Comments Panel as well. You can flip between the comments by clicking on the green **Previous** and **Next** arrows.

← Previous Next → Reply Delete Click to collapse Comments Panel

Comment on text: ", [M.D., Ph.D., etc.]"

Reviewer, Luke, Ph.D
07/25/2019
1:34 PM

Please edit the format of the consent letter. Edit

Comment on text: "(419) 555-9081"

Reviewer, Luke, Ph.D
07/25/2019
1:36 PM

Please specify what kind of number this is. Edit

When you click on a comment or view them by clicking on the **Previous** or **Next** buttons, the comment will become active and the text within the document that the comment refers to will highlight yellow. If you are the author of the comment you can **Delete** the comment or **Edit** the comment by clicking the appropriate button. You can reply to the comment by clicking on the **Reply** link.

Protocol Status: **Returned for Corrections** Ref Number: IRB-19-179-NEW-1.0 IRB Number: IRB-19-179 Viewing: Pre-Review Correction Form - IRB (Version 1.0) Highlight Mode: ON OFF Close Panel

Submission Components

- Submission Form(s)
- Application
- Consent Form(s)
- demo test consent1 (English) (Version 1.1)

ADULT RESEARCH SUBJECT INFORMATION AND CONSENT FORM

Bay Care Health System Consent Form

Principal Investigator: John Investigator Smith, [M.D., Ph.D., etc.]

Other Staff (identified by role): Jane Staff Foster, [M.D., Ph.D., etc.]

Contact Phone number(s): **(419) 555-9081**

What you should know about this research study:

- We give you this consent/authorization form so that you may read about the

← Previous Next → Reply Delete Click to collapse Comments Panel

Comment on text: ", [M.D., Ph.D., etc.]"

Reviewer, Luke, Ph.D
07/25/2019
1:34 PM

Please edit the format of the consent letter. Edit

Comment on text: "(419) 555-9081"

Reviewer, Luke, Ph.D
07/25/2019
1:36 PM

Please specify what kind of number this is. Edit

You can then enter your reply, and click **Save** when done.

Once you are done entering comments and reviewing components, you can exit the review panel by clicking the **Close Panel** button at the top of the page. This will bring you back into the Reviewer Checklist.

Note: The Reviewer Checklist is a configurable form, so your form may look different than the one used in the example below.

At the end of the form, you will be asked for your recommendation and to indicate whether you have completed your review. When you indicate **Yes** and click **Save and Continue**, the system will mark your review as complete. Your assignment will move from the Task List page to the Reviewer Assignment link in IRB Assistant. Your completed reviewer assignments can also be found by searching for Complete Tasks from within the Reviewer Dashboard.

Print Friendly Reviewer Panel Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form

- 1.0 IRB Reviewers Form
- 2.0 Reviewer Comments
- 3.0 - not expedited
- 4.0 - expedited, category
- 5.0 ISO recommendation
- 6.0 PO recommendation
- 7.0 Determination and Completion

Entire view of the Form

7.0 Determination and Completion

7.1 Determination

Approved Pending


7.2 Is your Review Complete?



Yes No

Comments made by the Reviewer can also be seen and shared with other reviewers when this property is turned on, *rb.use_shared_comments*. This property is located in IRB Assistant > Review Board Administration > Board Configuration Options > Reviewers. When set to “Yes”, reviewers will be able to see other reviewer comments. When set to “No”, reviewers will not be able to see the comments made by the others.

Internal Submission Routing

This link contains any Internal Submission Routing tasks that you have been assigned. These tasks also populate in the incomplete tasks on your homepage.

Click the  icon to open an assignment.

Open	Task Type	Received	Tasks
	Internal Submission Routing Signoff	05/10/2019 01:52 PM PDT	MacDonald, Jennifer, B.S. Brig. Gen. has been assigned to Administratively review the submission Study Title: Exposure to different water sources and effects on physical exertion Principal Investigator : Mathur , Ann B.S. Submission Type: Initial Review Submission Form Real Reference Number: 017156 Project Number: PRO-41201924914
	Internal Submission Routing Signoff	05/02/2019 01:16 PM PDT	Gibbons, Alexander III B.S. Brig. Gen. has been assigned to Administratively review the submission Study Title: Effect of canned food on women vs men Principal Investigator : Smith, James , Ph.D Submission Type: Initial Review Submission Form Real Reference Number: 016979 Project Number: PRO-41201924819

The Internal Submission Routing page lists elements of the submission with a menu across the top of the page that will allow you to access different areas of the study related to the submission.

My Workspaces IRB Number: **IRB-2017-1615** IRB Submission validation Back

Alias: test irb 06082017 meeting
PI: pepsi, don2, NHT

Protocol Items Miscellaneous **Submission Forms** Additional Attached Forms

Ref Number: **IRB-2017-1615-INI-1.1** IRB Number: **IRB-2017-1615** Study Title: Effects of different sweeteners on people with diabetes

Study Status: Pending - Submitted for Initial Review

Submission components:

Compare	Include in PDF Packet	Compare to Last Approved	View in Separate Window	Revisions	Current Submission Components (All Rounds)	More Details
Submission Form(s)						
<input type="checkbox"/>	<input type="checkbox"/>				IRB - IRB - Review Response Form - (Version 1.0) - You already viewed this item	
<input type="checkbox"/>	<input type="checkbox"/>				Initial Review Submission Form Real - (Version 1.1)	
Application						
<input type="checkbox"/>	<input type="checkbox"/>				Jorge's Health app - (Version 1.1)	
Document(s)						
Category : International Waiver						
<input type="checkbox"/>	<input type="checkbox"/>				C.R.L - (Version 1.0) <small>*Added by the IRB.</small>	

Submission Components – The first section of the Internal Submission Routing page is a link to the submission components.

Reviewer Assignment List – Section displays any reviewers associated to the submission. If you are assigned as the reviewer, you will be able to access your Reviewer Checklist from this section.

Meeting Discussion – Displays any discussion added to the submission from a meeting. The meeting discussion can be edited from this section.

Recommendations – Displays recommendations added to the submission. You can add, edit, and delete recommendations from this section.

Stipulations – Any stipulations added to the submission will populate here. Stipulations can be added/deleted or edited from this section.

Reviewer Assignment List:

View Form	Reviewer Role	Reviewer	Completed ?	Date Notified	Date Completed
No Reviewers have been assigned to this submission.					

Meeting Discussion: No Specific Discussions entered Edit Meeting Discussion

Recommendations: No Recommendations entered Edit Recommendations

Stipulations:

Order	Edit	Stipulation Type	Follow-Up By	Stipulation Category	Response Ack	Action	Date Closed
1		Stipulation must be addressed	N/A	IRB - Board Stipulation Category I	Yes		
Stipulation:							

Submission Outcome – Displays the outcome set for the submission in read-only format (if an outcome has been determined).

Submission Outcome:
i

Outcome	IRB of Record: <input checked="" type="radio"/> Yes <input type="radio"/> No IRB Initial Approval: <input type="text"/> <input type="button" value="..."/> Review Cycle: --none-- IRB Expiration Date: <input type="text"/> <input type="button" value="..."/> <input type="button" value="Calculate Date"/> Continuing Review Due: <input type="text"/> <input type="button" value="..."/> Study Follow-up: <input type="text"/> <input type="button" value="..."/> Protocol Closure: <input type="text"/> <input type="button" value="..."/> Temporary Closed: <input type="radio"/> Yes <input checked="" type="radio"/> No Temporary Closure Start: <input type="text"/> <input type="button" value="..."/> Temporary Closure End: <input type="text"/> <input type="button" value="..."/> Risk Assigned: --none-- Adult Risk Assigned: --none--
---------	---

Outcome Letters – Any outcome letters created for the submission populate here. If you have been assigned to sign off on a letter for this submission, you will be able to access your signoff task from this section. You can also create and send a letter from this section.

Internal Submission Routing – The last item on the page contains specific information about the internal submission routing task. This is where you can view assignment notes and indicate completion of the routing task.

From this section, you can respond back to the Analyst by clicking **User Comments** to add comments regarding the submission.

You can also add additional routing tasks in case the submission needs to be reviewed by someone else on the board. You can do this by clicking the **Add Routing** button. This will open the Internal Submission Routing Assignment screen. Select which board members to assign the submission to and their role, and add any comments if necessary.

Submission Type:	Submission Response for Initial Review Submission Form
Submission Outcome:	
Assigned Analyst:	
Assign Submission To:	--none--
Role:	--none--
Assignment comments:	<hr style="border: 1px solid #000080;"/>

Click **Save Selections** to save the routing.

If you added a routing by mistake, you will be able to undo the addition by checking the box next to the routing you added and clicking on the **Remove Routing** button. After making any changes to this section, click the **Save Routing** button.

Outcome Letters:

Notification Letter: --none--

Create Letter Delete Send Edit/View Title Signature Required Status Route Signoff Copy

Delete Letter(s)

No Letters have been created for this submission.

Internal Submission Routing:

Add Routing Remove Routing Save Routing

Submission Routing.

Assigned Analyst :
Assignment notes :

Assignment comments					
Assigned To	Assigned From	Role	Date Notified	Completed ?	Date Completed
User comments					
Assignment Comments:					
Doe, Jane Ph.D	Investigator, Joe B.S.	Ad Hoc Reviewer	02/04/2019	Completed: <input checked="" type="radio"/> Yes <input type="radio"/> No	

When you are finished with your assignment, indicate that your assignment is complete by selecting Yes under the Completed column and click **Save Routing**. If you return to the Reviewer Dashboard, the Internal Submission Routing task will no longer appear on this page.

Completed ?	Date Completed
<p>Complete: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>User ID:: <input type="text" value="jdoe"/></p> <p>Password:: <input type="password" value="*****"/></p> <p>This Requires your electronic Signature. If Completed, Please enter your User ID & Password</p>	

Committee Meetings

The Upcoming Committee Meeting area displays the next upcoming meetings, with the closest meeting in red. Click on any meeting date to open the Agenda. From this view, you can access submissions placed on a particular meeting date and edit the agenda. Click **Save Changes** when you are done editing the agenda.

My Workspaces IRB **Reviewer Dashboard** Back

Agenda State: Draft Reviewer Notifications: Enabled 07/25/2019

Submission Review validation Save Changes

Items to be Reviewed at IRB Meeting :

- Meeting Attendance
- Call to Order
- Old Business
- New Business
- Miscellaneous
- Closing Comments
- Meeting Motions

Motion:
Need to route to an expert in Oncology to get a second opinion

Total votes For: 0 Total votes Absent: 0 Against: 0

Upcoming Committee Meeting

- July 25, 2019
- July 29, 2019
- August 05, 2019
- August 05, 2019
- August 08, 2019

Past Committee Meeting

- April 29, 2019
- May 05, 2019

You can click on any of the dates in the Past Committee Meetings area to open the agenda for that meeting and can edit them as well.

Reviewer Specific Tasks

The screenshot shows the 'All Tasks' section of the IRB Assistant Reviewer Dashboard. The 'Outstanding' tab is selected. The 'Task List' is set to 'All'. There are 13 results found. The table below lists the tasks:

	Click to open	Task Type	Received	Description
<input type="checkbox"/>		Reviewer Assignment	07/25/2019 03:49 PM PDT	Sammy Chool has been assigned as the Primary for an Expedited Review on the Initial Review Submission Form, assigned by Admin A admin, J.D. Brig. Gen.
<input type="checkbox"/>		Outcome Letter Signoff Complete	07/19/2019 09:50 AM PDT	All of the signoffs for the * Reviewers Comments* outcome letter have been completed.
<input type="checkbox"/>		Analyst Assignment	06/13/2019 08:31 AM PDT	Sammy Chool has been assigned as the analyst

Reviewer Assignment Task

The **Reviewer Assignment** home screen task will populate when you have been assigned as a reviewer. The task will stay on your home screen until the assignment has been completed. Additionally, you may receive an email notification indicating that you have been assigned as a reviewer. Opening this task will navigate you into the Reviewer Checklist (either directly to the form or to the submission processing screens, depending on your system configuration) where you can complete the review for the submission round.

Internal Submission Routing Signoff Task

The screenshot shows the 'All Tasks' section of the IRB Assistant Reviewer Dashboard. The 'Outstanding' tab is selected. The 'Task List' is set to 'Internal Submission Routing Signoff'. There are 8 results found. The table below lists the tasks:

	Click to open	Task Type	Received	Description
<input type="checkbox"/>		Internal Submission Routing Signoff	05/31/2016 01:46 PM PDT	Jane Investigator, M.D. has been assigned to Administratively review the submission.
<input type="checkbox"/>		Internal Submission Routing Signoff	05/26/2016 09:43 AM PDT	Jane Investigator, M.D. has been assigned to Administratively review the submission.
<input type="checkbox"/>		Internal Submission Routing Signoff	05/25/2016 09:45 AM PDT	Jane Investigator, M.D. has been assigned to Administratively review the submission.
<input type="checkbox"/>		Internal Submission Routing Signoff	05/25/2016 08:52 AM PDT	Jane Investigator, M.D. has been assigned to Administratively review the submission.
<input type="checkbox"/>		Internal Submission Routing Signoff	05/25/2016	Jane Investigator, M.D. has been assigned to Administratively review the submission.

The **Internal Submission Routing Signoff** home screen task will populate when you have been routed to complete a signoff. The task will stay on your home screen until you indicate that you are complete with your signoff task. Additionally, you may receive an email notification indicating that you have been assigned an Internal Submission Routing Signoff task. Opening this task will navigate you into the Submission Validation page, where you can verify the submission components and complete the signoff.

Note: All tasks that have been assigned to the user will populate here under “All Tasks” and can be filtered to show only specific tasks.





All Tasks Outstanding Completed 

All Tasks Study Tasks Project Tasks

Task List:

2407 result(s) found...

1 - 20 

Click to open	Task Type	Received	Description
	Submission Routing Signoff	06/18/2019 09:58 AM PDT	Jane Investigator jr., M.D. Brig. Gen. as Principal Investigator review and apply signoff
	Submission Response	05/10/2019 11:30 AM PDT	IACUC Committee IACUC returned the submission with the outcome of Pre-Review Responses Needed
	Analyst Assignment	09/07/2018 11:33 AM PDT	Jane Investigator jr., M.D. Brig. Gen. has been assigned as the analyst.
	Submission Response	09/04/2018 11:02 AM PDT	IRB returned the submission with the outcome of Approved Pending