UVMClick

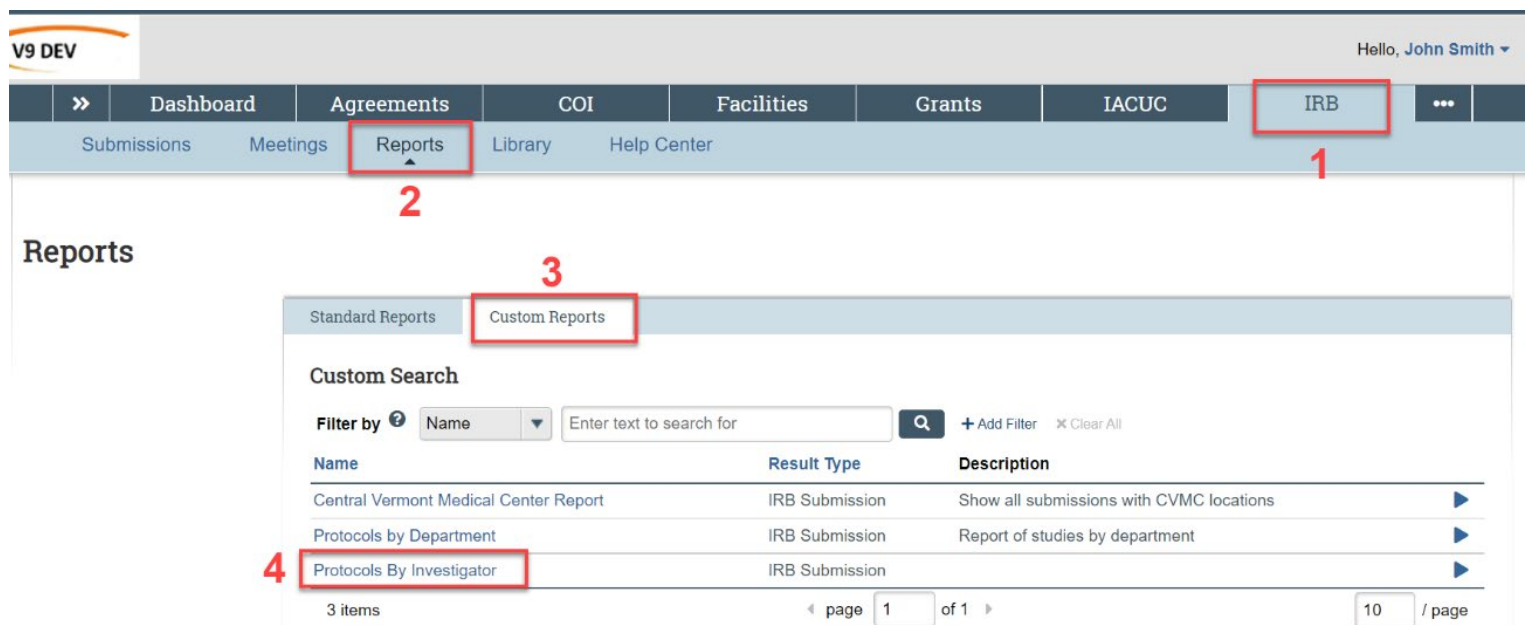| UVMClick Website	https://www.uvm.edu/ovpr/uvmclick	Email Support	irb@uvm.edu
UVMClick Login	https://irb.connect.uvm.edu/irb		

How To Run a Report of All Studies You Are Listed on As Primary Investigator or Key Personnel

Step 1. On your dashboard, choose the IRB tab
Step 2. Click Reports
Step 3. Choose the Custom Reports tab
Step 4. Click Protocols by Investigator
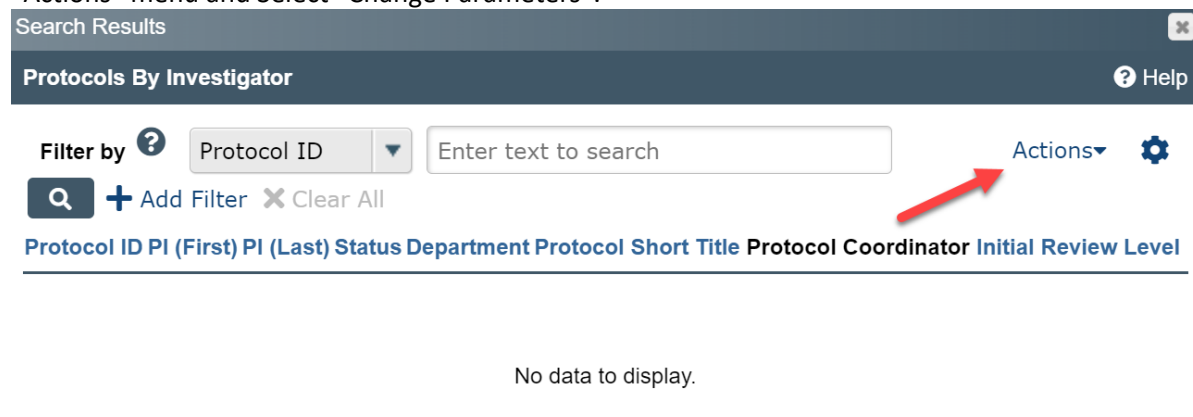
Step 5. Once you click Protocols by Investigator (Step 4) a pop-up window will appear on which you must click the "Actions" menu and Select "Change Parameters".

Step 6: On the "Change Parameters" Pop-Out window, click on the three dots as seen below and select your name. Then hit "OK" at the bottom of the pop-up window. This will show all the studies where you are listed as PI.

Edit Parameters For Search

Field	Comparator	Value
Project State	!=	Pre-Submission
Study Team Members.studyTeamMember	=	System Administrator •••
Investigator.studyTeamMember	=	System Administrator •••
Submission Type	=	Initial Study •••
Submission Type	=	IRB Site •••

Step 7. You will now be able to export a list of studies you are associated with by clicking on the "Actions" Button and selecting "Export to CSV".

Filter by ❓ Protocol ID ▼ [Enter text to search] 🔍 ➕ Add Filter   Actions▾ ⚙

✖ Clear All

Change Parameters

Export to CSV

Protocol ID	PI (First)	PI (Last)	Status	Department	Protocol Short Title	Protoc Coordi
STUDY00002702			Pre-Review	Affiliated - General	Exempt 4 with faculty sponsor	🔍
STUDY00002707			Discarded		test	🔍

To search for studies in which you are Key Personnel, follow Step 6 and 7 as above except edit the "Study Team Members" field.

Edit Parameters For Search

Field	Comparator	Value
Project State	!=	Pre-Submission
Study Team Members.studyTeamMember	=	System Administrator •••
Investigator.studyTeamMember	=	System Administrator •••
Submission Type	=	Initial Study •••
Submission Type	=	IRB Site •••

This report can not be run by the proxy or contact. For accurate results to generate the person logged into the Click system will only be allowed to see protocols they are listed as study team members or as the PI.

This is helpful to run if you are leaving the institution and need to close protocols or remove yourself from the study team list. This may also be useful when key personnel are moving departments and need to revise research roles on protocols.

Step 7. An Excel file of the exported CSV will automatically download.