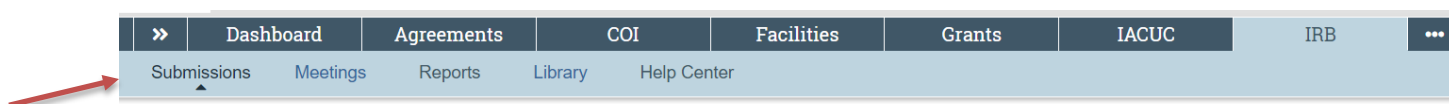![UVMClick logo]

Searching for an approved Protocol

Once logged in navigate to the **IRB Module** at the top of the page. Click on the **Submissions** tab to begin searching for studies not listed in your "My Inbox".

- Click the IRB tab at the top of the screen. It should default to the Submissions option.

»	Dashboard	Agreements	COI	Facilities	Grants	IACUC	IRB	•••

Submissions   Meetings   Reports   Library   Help Center

Which protocols do I have access to?

You will have access to:
- All protocols on which you are the PI
- All protocols on which you are named the Contact
- All protocols on which you are named as a Study Team Member
- All protocols on which you are a Proxy

Who else can see my protocols?

- IRB Board Members
- IRB Staff
- Anyone the PI chooses to allow access

Searching for a Protocol

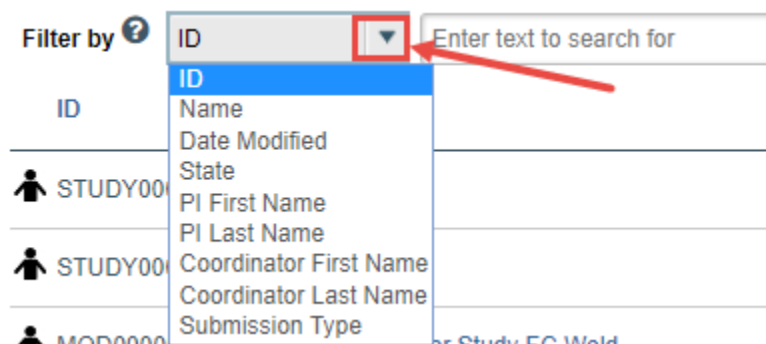Below is an example screen print of the IRB>Submissions view

1. **Search for a protocol using the tabs**

   - **In Review**: This tab will automatically display. This is the default view of IRB>Submissions and it will list protocols, to which you have authority to see, that are undergoing some type of IRB Review.
   - **Active:** This tab will list protocols, to which you have authority to see, that are in some type of Approved state. (Examples: Approved, Not Human Research)
   - **Archived:** This tab will list protocols, to which you have authority to see, that are in some type of Closed state. (Examples: Closed, Discarded)
   - **New Information Reports:** This tab will list protocols, to which you have authority to see, that have some kind of Safety or non-compliance issue in any state.
   - **External IRB Studies:** This tab will list protocols, to which you have authority to see, that are external studies.
   - **Relying Sites:** These are Site records associated with an External Study. There can be multiple Site records to one External Study.
   - **All Submissions:** This tab will list ALL protocols to which you have authority to see, in any state.

2. **Filter the list of search results**

   Once you select a tab, you can now filter the resulting list.
   - Click the drop down and select the column to filter by. All columns can be filtered.

   TIP You can include additional filters by clicking "+Add Filter" if you would like to filter the list in more than one way.

- Type the beginning characters for the value you want to find.

   TIP You can also type a % symbol as a wildcard before, or after, the characters.

   Examples:

   - 71 shows all items beginning with 71
   - %71% shows all items containing 71

- Click the Search icon (or hit enter) to apply the filter.

**Examples** (not case sensitive)

- To search only for a Study/Protocol:

- To search only for a Continuing Review:
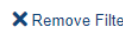

- To search only for a Modification:

- To search for an active protocol that will expire before October 28, 2022: