Searching for a Submission

Once logged in the default display is “My Inbox”. From the “My Inbox” page, you will find Submissions that require you to take an action. If the protocol you require is not listed in your “My Inbox”

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

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 Primary Contact
- All protocols on which you are named as a Protocol Team Member
- All protocols on which you are named as a Research Team Member
- All protocols on which you are a Proxy

Who else can see my protocol?

- IACUC Board Members
- RPO/SPA Staff
- Assigned ancillary reviewers
- Assigned “guests”

Searching for a protocol/submission
Below is an example screen print of the IACUC > All Submissions view
1. **Search for a protocol using the tabs**

- **Research Teams**: Lists the teams to which you are a member giving you authority to add new protocols for that team.
- **In Review**: This tab will automatically display. This is the default view of Safety>Submissions and it will list protocols, to which you have authority to see, that are undergoing some type of IBC 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)
- **All Submissions**: This tab will list ALL protocols to which you have authority to see, in any state.

**NOTE**: [...] : Depending on your browser and font size on your screen, you may see a tab with three dots. If this is the case, click on the three dots as it will display the next tab that could not fit fully on the screen.

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

Once you select a tab, you can now optionally 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 Protocol:

  Filter by **ID**

  ![Image of filter for Protocol](image)

- To search only for an Annual Review:

  Filter by **ID**

  ![Image of filter for Annual Review](image)

- To search only for an Amendment:

  Filter by **ID**

  ![Image of filter for Amendment](image)

- To search for an approved protocol modified after 9/1/2019:

  Filter by **State**

  ![Image of filter for State](image)

  Filter by **Date Modified**

  ![Image of filter for Date Modified](image)