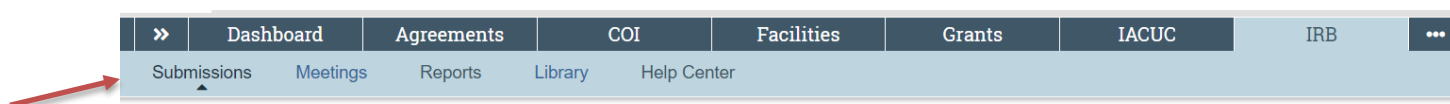


Searching for an approved Protocol

Once logged in navigate to the **IRB Module** at the top of the page. Click on the **Submissions** tab to begin searching. that require you to take an action. If the study you are looking for is not listed in your “My Inbox”

- Click the IRB 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 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

Submissions

Create New Study

Report New Information

In-Review	Active	New Information Reports	External IRB	Relying Sites	All Submissions	Archived		
Filter by ?		ID	Enter text to search for		Q	+ Add Filter	✕ Clear All	
ID	Name	▼ Date Modified	State	PI First Name	PI Last Name	Coordinator First Name	Coordinator Last Name	Submission Type
MOD00010573	Modification / Update #1 for Study Test Study #4	10/28/2022 2:15 PM	Pre-Review	John	Smith	Sarah	Wright	Modification / Update
STUDY00002126	Test Study #2	10/28/2022 1:29 PM	Post-Review	John	Smith	Coralee	Tye	Initial Study
MOD00010571	Modification / Update #3 for Study Example Study Title	10/27/2022 10:56 AM	Pre-Review	John	Smith	Diana	Naser	Modification / Update
STUDY00002128	Test Study #3	10/21/2022 5:01 PM	Post-Review	John	Smith	Jennifer	Dulin	Initial Study
CR00001991	Continuing Review for Study Example Study Title	10/21/2022 12:27 PM	Committee Review	John	Smith	Sarah	Wright	Continuing Review

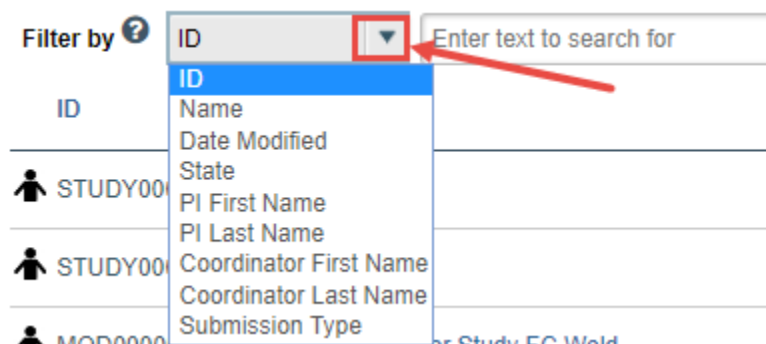
1. Search for a protocol using the tabs

- **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 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.





Filter by  ID  Enter text to search for   

- 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.




2 Filter by  ID  Enter text to search for  

Examples (not case sensitive)




- To search only for a Study/Protocol:

Filter by  ID  STUDY% 







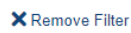
- To search only for a Continuing Review:

Filter by  ID  CR% 

- To search only for a Modification:

Filter by  ID  MOD% 

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

In-Review	Active	New Information Reports	External IRB	Relying Sites	All Submissions	Archived
<p>Filter by  State  Approved   </p> <p>and by Expiration Date  <10/28/2022 </p>						