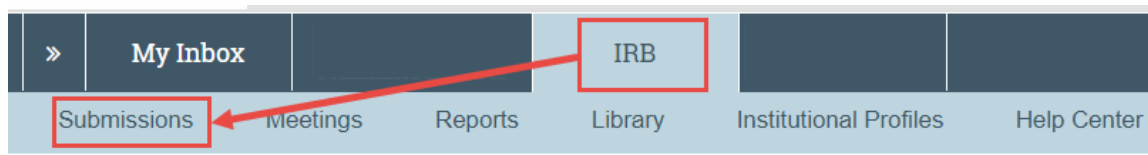


Searching for a Protocol or Submission

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 study you require 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:

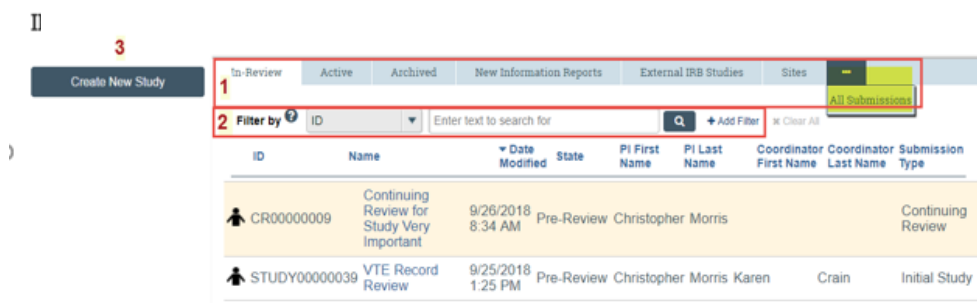
- All protocols on which you are the PI
- All protocols on which you are named the Contact
- All protocols on which you are named as a Study Team Member
- All protocols on which you are a Proxy

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



1 In-Review Active Archived New Information Reports External IRB Studies Sites **All Submissions**

2 Filter by ID Enter text to search for Q + Add Filter X Clear All

ID	Name	Date Modified	State	PI First Name	PI Last Name	Coordinator First Name	Coordinator Last Name	Submission Type
CR00000009	Continuing Review for Study Very Important	9/26/2018 8:34 AM	Pre-Review	Christopher	Morris			Continuing Review
STUDY00000039	VTE Record Review	9/25/2018 1:25 PM	Pre-Review	Christopher	Morris	Karen	Crain	Initial Study

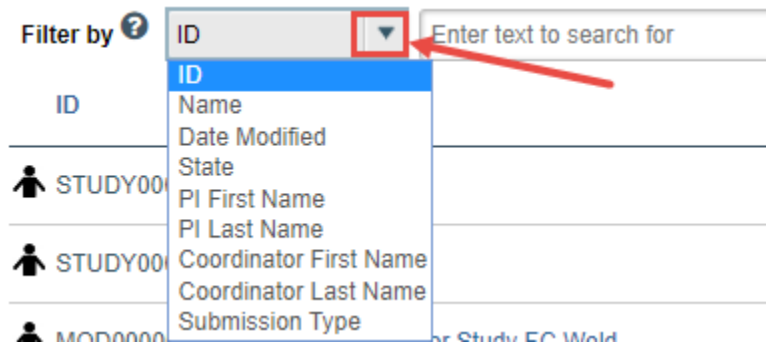
1. Search for a protocol using the tabs

- **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.
- **Sites:** These are Site records associated with an External Study. There can be multiple Site records to one External Study.
- [...]: 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 (see highlighted area in the screen print above)
- **All Submissions:** This tab will list ALL protocols to which you have authority to see, in any state.

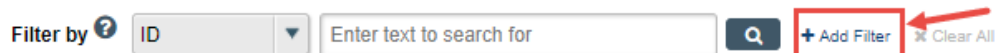
2. Filter the list of search results

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.

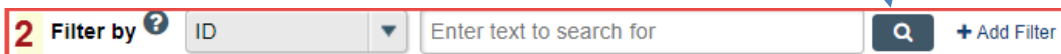


- Type the beginning characters for the value you want to find.
 - ****TIP**** You can also type a % symbol as a wildcard before, or after, the characters.

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:

Filter by  ID 

- To search only for a Continuing Review:



Filter by  ID 


- To search only for a Modification:

Filter by  ID 

- To search for an active protocol that will expire before October 1 2018:

In-Review **Active** Archived New Information Reports External IRB Studies

Filter by  State  [+ Add Filter](#)

and by  [X Remove Filter](#)
