How to submit an application to the Office of Research Compliance for IRB review

After logging in and clicking “My Applications” click on your application in the “Finalized Forms” section.
The PI can now
- click <Submit> to submit the form to compliance or
- click <Edit Form> to update the form and cause the form process to be reinitiated or
- click <Delete Form> to delete the form. (as previously discussed)

The form has been approved by all of the team members. You may now submit it to compliance by clicking "Submit" below.

PI clicks <Submit> and then clicks <OK>
The form is now submitted to the compliance office to be reviewed by IRB Committee. The PI can view the form in the “Submitted forms” section of “Your Forms” in the Form List Window. Once the application has been submitted to the compliance office, the PI can no longer edit the form.

NOTE: As far as the review process, your application will be reviewed in the order in which it was received. Please be aware that an application on average can take 5-6 weeks to go through the review and approval process. If approved, an email will be sent letting the PI know that the app has been approved and will contain the approval memo and a pdf file of the approved application packet. If returned because of missing items further explanation is needed then an email will be sent notifying the PI that the app was returned with comments included in the application.