




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.

Your Forms

Approved Forms				
Click on the form title to view the final approved version.				
Title	Status	Packet	Approved Date	Expiration Date
(25-ST) classroom - stipulation app	Stipulation	View PDF Packet	2012-10-22	2013-10-22
(32-A) 32 adverse event (44)	Approved	View PDF Packet	2012-10-22	2013-10-22
(51-CP) app 51 - classroom project	Completed	View PDF Packet	2012-10-12	2013-10-12
(52-C) app 52 - orig app for future cont/mod	Continued	View PDF Packet	2012-10-12	2013-10-12
(53-A) app 53 - continuation/mod for app 52	Approved	View PDF Packet	2012-10-12	2013-10-12
(54-FR) 54 - Project (Final Rpt for 51)	Finalreport	View PDF Packet	2012-10-12	2013-10-12
(58-A) 7548: legacy form2	Approved	View PDF Packet	2011-12-30	2012-12-29
Returned Forms				
Click on the form title to view comments - Click Amend to begin amendment				
Title	Version	Last Edit		
(11-R) app 11	1.0	2012-10-22 16:23:21	Amend	
(47-R) 35 project title	1.0	2012-10-12 08:12:16	Amend	
(50-R) app 50 - project title - put in returned status	1.0	2012-10-12 08:38:14	Amend	
Submitted Forms				
Click on the form title to View				
Title	Version	Submission Date		
(48-S) app 48 - keep in finalized state with all approved	1.0	2012-10-23 14:08:03		
(55-S) 55 - test emails	1.0	2012-10-22 14:25:04		
(59-S) Reviewing Applications	1.0	2012-10-25 15:02:02		
(60-S) Reviewing Applications 2	1.0	2012-10-25 15:10:41		
(61-S) Reviewing Applications 3	1.0	2012-10-25 15:07:28		
Finalized Forms				
Click on the form title to view team responses and/or submit the finalized form to compliance				
Title	Version	Finalized Date	Team Approval Status	
(49-F) app 49 - has all approval team roles	1.0	2012-10-12 09:23:49	Pending	
(56-F) 7264: Legacy App	1.0	2012-10-22 16:38:37	Approved	
(57-F) legacy form	1.0	2012-10-24 09:03:23	Rejected	
(62-F) Test expiring email for M. Gavin	1.0	2012-10-30 14:31:52	Pending	
(65-F) New Continuation/Mod for Legacy app 58 (7548)	1.0	2012-11-02 12:31:47	Pending	
Working Forms				
Click on the form title to Continue Working				
Title	Version	Last Edit		
(7-W) app 7 - leave in working state	1.0	2012-10-23 14:02:25	Delete	
(63-W) test adding approval team and certs PI-CoPI-DH save, then ...	1.0	2012-10-30 16:48:54	Delete	


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)

Form Preview Close


Demo Form 2

Version 1.0 last updated on 05/16/2012
[Get Form PDF](#)


 Click to view Approval Team information

Name	E-Mail	Phone	Department	Title	Response
Michelle_DH Gavin	mgavin_DH@yahoo.com	5756465461	Compliance	Department Head	Approved

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


 Click to view 1 file(s) attached to this submission

File 1 [certificate-mg.pdf](#)

 Click to view 1 certificate(s) included with this submission

Title	Owner	Topic	Agency	Expiration Date
NIH	Michelle_PI Gavin	Human Subjects Research	NIH	2015-07-12

1 General Information

 PI clicks <Submit> and then clicks <OK>

[Get Form PDF](#)

This will submit this form to Compliance. Please be sure it is ready and you have all the proper paperwork in place.

Continue?

E-Mail	Phone	Department	Title
mgavin_DH@yahoo.com	5756465461	Compliance	

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.

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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.