

<b>Job Aid Title</b>	Navigating to find studies
<b>Relevant Users</b>	Principal Investigator (PI), Study Staff, Additional Contact
<b>Covered Topics</b>	How to navigate to find your eIRB studies and submissions

Your eIRB experience is personalized, allowing you access to all of the studies you are working on or have submitted.

- **Log into eIRB** using your assigned username and password.

**! Note:** Refer to the [How to Log into eIRB / Forgot My User Name or Password](#) Job Aid for instructions on how to log into eIRB.

- After you log in, the system automatically defaults to your INBOX. The INBOX contains items that require an action (e.g. respond to pre-review clarifications requested) by the PI or study staff.

The system defaults to your **INBOX** after logging in. Only studies requiring an action are listed in your **INBOX**.

ID	Name	PI	Submission Type	Submission Date	State	IRB Owner	Last System Date
H00001446	TEST STUDY	PI Test	Study	2/26/2013 3:05 PM	Pre-Review Clarifications Requested	Sharon Wang	2/26/2013 3:28 PM

- In order to view **ALL** of your IRB studies, follow these steps (see below pictures):
  1. Click on the **IRB** link located at the top left of your screen.
  2. Then, click on **IRB Studies**.
  3. On the **IRB Studies** page, you will find several tabs. **UNDER REVIEW** is the *default*. The other tabs are described on the last page.
  4. Click on **ALL STUDIES** to view all of your studies in their various states (PRE-SUBMISSION, APPROVED, CLOSED, etc.) and to view all follow-on submissions (Modifications, Continuing Reviews, Continuing Review and Modifications, Reportable New Information).
    - a. Parent studies are identified by an ID number (e.g. 14606, H00001212).
    - b. Each follow-on submission increments by one (e.g., 14606\_1, 14606\_2, H00001212\_1, H00001212\_2).
  5. Every study created in the eIRB system is assigned a folder or “workspace.” When you click on the **name** of the study or follow-on submission, the eIRB workspace is opened.



University of Massachusetts  
UMASS Medical School

Home IRB ← **1. Click on the IRB link.**

Page for PI Test

**My Current Actions**  
Create New Study

**Shortcuts**

**Inbox**

**My Inbox**

Filter by ID [Go] [Clear] Advanced

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Home IRB

IRB ← **2. Click on IRB Studies**

IRB Studies  
IRB Meeting  
IRB Committee

IRB

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Home IRB

IRB > IRB Studies

**IRB**

IRB Studies  
IRB Meeting  
IRB Committee

**My Current Actions**  
Create New Study

**IRB Studies**

Under Review Open On Hold Not Approved **All Studies** RNI ← **3. On the IRB Studies page, several tabs are available**

Filter by ID [Go] [Clear] Advanced

ID	Name	State	PI	Submission Type	Submission Date	IRB Owner	Last System Date
H00001447	TEST STUDY 2	Pre-Review	Test	Study	2/26/2013 3:16 PM		2/26/2013 3:25 PM
H00001446	TEST STUDY	Pre-Review Clarifications Requested	Test	Study	2/26/2013 3:05 PM	Wang	2/26/2013 3:28 PM

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**IRB Studies**

**4. Click on ALL STUDIES to view a list of all of your eIRB submissions.**

Under Review Open On Hold Not Approved **All Studies** RNI

Filter by ID [Go] [Clear] Advanced

ID	Name	PI	Submission Date	State	IRB Owner	Last System Date	Type
H00001448_2	RNI 1	Test	2/26/2013 4:40 PM	Reportable New Information Review		2/26/2013 4:42 PM	Reportable New Information
H00001448_1	Modification 1	Test	2/26/2013 4:36 PM	Pre-submission		2/26/2013 4:36 PM	Modification
H00001448	TEST STUDY 3	Test	2/26/2013 4:10 PM	Approved	Sharon Wang	2/26/2013 4:42 PM	Study
H00001447	TEST STUDY 2	Test	2/26/2013 3:16 PM	Pre-Review	Sharon Wang	2/26/2013 4:15 PM	Study
H00001446	TEST STUDY	Test	2/26/2013 3:05 PM	Pre-Review Clarifications Requested	Sharon Wang	2/26/2013 3:28 PM	Study

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**5. Click on the name of the study or submission to view it.**



- Several other tabs are available on the **IRB STUDIES** page:
  - **Under Review** contains all submissions under review by the IRB.
  - **OPEN** contains all APPROVED studies and submissions determined as NOT HUMAN RESEARCH.
  - **ON HOLD** contains all studies created but placed on hold from the pre-submission process.
  - **NOT APPROVED** contains all of your studies that are not currently approved by the IRB (e.g., closed, lapsed).
  - **ALL STUDIES** contains all of your studies and follow-on submissions.
  - **RNI** contains all of your reportable new information submissions.
  
- You can use the **FILTER BY** bar to quickly search for a submission by the ID (IRB ID number), Name (submission nickname), or PI (by last name). Additional filter options are available depending on the tab.
  - **Wildcard (%):** You do not have to use an exact term in your search. If your search term starts with %, then the search results will be limited to items containing your search term.
  - For example, if you want to search for a PI with the letters “fox” in their last name, then filter by PI, type **%fox**, and click GO (see picture below).

<span>Under Review</span> <span>Open</span> <span>On Hold</span> <span>Not Approved</span> <b>All Studies</b> <span>RNI</span>					
Filter by <span>PI</span> <input type="text" value="%fox"/> <span>Go</span> <span>Clear</span> <span>Advanced</span>					
ID	Name	PI	Submission Date	State	
H00006059_2	PI source	Foxtrot	11/22/2014	Approved	
H00006069	Submission Date Last System Date	Foxtrot	11/22/2014	Not Human Research	
H00006059_1	RNI Submission # 1	Foxtrot	11/22/2014	Reportable New Information Review	
H00006060	MNOP Study	Foxtrot	11/20/2014	Pre-Review Clarifications Requested	
H00006059	Test Study IJKL	Foxtrot	11/20/2014	Approved	
H00006058	TEST STUDY EFGH	Foxtrot	11/14/2014	On Hold	

**! Note:** Studies that were closed or granted exempt status prior to October 2012 (i.e., closed/exempt “legacy” studies) will not be found in eIRB.

**! Note:** If you are study staff on an existing study and do not see it listed when you look under the **ALL STUDIES** tab in eIRB, then check if the PI or Additional Contact needs to add you to the study in eIRB. Refer to the [Edit Research Staff](#) Job Aid for instructions on how to add project personnel.