Activities within the IRB Submission
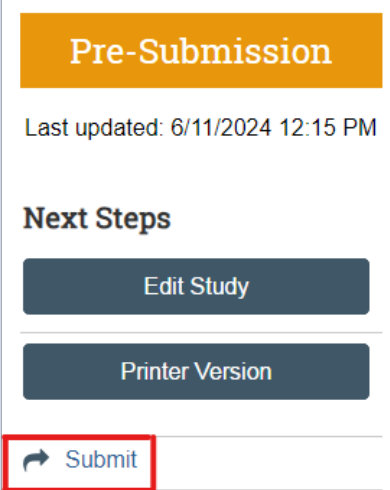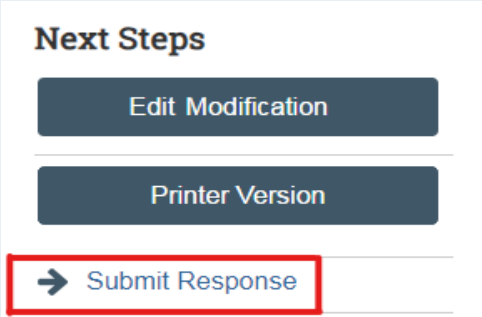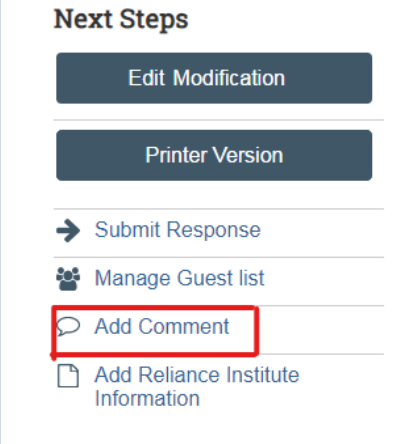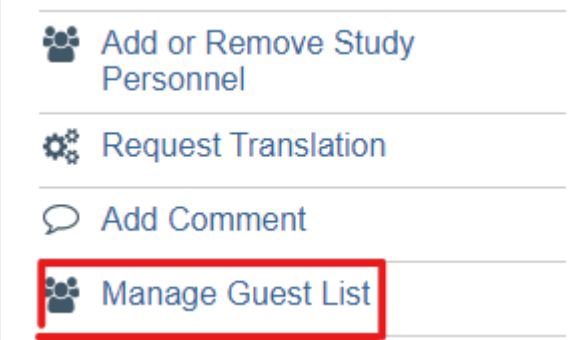
Human Research Protection Program

Activities within the IRB submission

- These are activities on the left side of the page that you click to perform certain actions (e.g., submit study, manage ancillary reviews, etc).

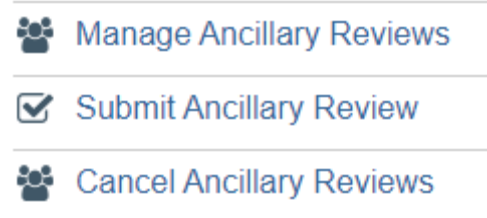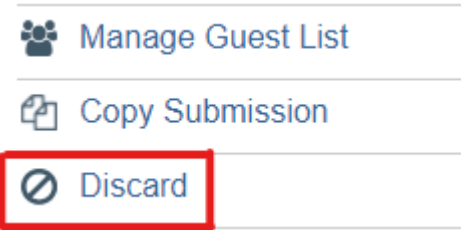- Continue to the next slides to learn more about the functionality of the Activities section.

Activities within the IRB submission

Activities	Action (meaning)	
Submit	Once the IRB application is complete, the PI/Research Coordinator can click Submit to send it to HRPP for pre-review.	
Submit Response	Submit Response is where the PI/Research Coordinator can submit their response to the HRPP/IRB clarification requests. Once updates / revisions are completed, click OK, it automatically sends.	

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Activities within the IRB submission

Activities	Action (meaning)	
Add Comment	Comments added can be a form of communication between the PI, Study Personnel and HRPP. All comments will be visible to anyone with access to the submission. All comments will appear in the project's History tab.	
Manage Guest List	This allows you to manage list of users who get read only access to the submission.	

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Activities within the IRB submission

Activities	Action (meaning)	
Withdraw	This action withdraws the study from consideration.	Manage Guest List · Copy Submission · **Withdraw**
Manage / Submit / Ancillary Reviews	Allows for the PI/Research Coordinator to add, update, submit, or cancel ancillary reviews.	Manage Ancillary Reviews · Submit Ancillary Review · Cancel Ancillary Reviews
Discard	Discard will permanently remove the submission, however, there will still be a history of it existing in the system.	Manage Guest List · Copy Submission · **Discard**

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