

Using the Navigation Bar: Tracking submission progress (1)

The screenshot shows the IRBIS interface. On the left, a navigation bar lists various actions and submission statuses. The main area displays a search bar, a welcome message, and a table of pending correspondence.

Reference ID	IRB Number	Submission Type	Date Submitted	Title	Principal Investigator	IRB Action	View Letters
503	11-0007	Initial	05/21/2010	OHRE Project	Andy Johns	Minor Stipulations	

The links under Submissions in Progress allow you to track your study as it progresses through the submission and review process.

- **In Draft**: Click to return to any incomplete online application.
- **Being Routed**: Click to see a combined list of your studies listed separately in the Routing Inbox, i.e., studies awaiting PI Certification and Departmental Approval.

Note: Studies in PI Certification can be revised only by the PI, or his/her designee. Studies in Dept Approval can only be revised by the PI or his/her designee, and only if rejected by the Department Chair.)

- **Submitted to IRB**: Click to see a list of all your submissions that have been accepted for review by the IRB, i.e., that have been certified by the PI and approved by the Department Chair.
- **Waiting PI Response**: Click to see a list of studies returned to the PI by the IRB for additional information or clarification (see next page).

Using the Navigation Bar: Tracking submission progress (2)

Dashboard

Create New Submission

- [New Study](#)
- [Modification](#)
- [Renewal](#)
- [Unanticipated Problem](#)
- [Closure](#)

Submissions In Progress

- [In Draft \(51\)](#)
- [Being Routed \(1\)](#)
- [Submitted to IRB \(53\)](#)
- [Waiting PI Response \(2\)](#)

All My Studies

- [My Studies](#)
- [Studies in My Draft](#)

Routing Inbox

- [PI Certification \(27\)](#)
- [Dept Approval \(4\)](#)
- [Dept Review](#)

>> Human Research Application for IRB Approval

Reference Id:

Welcome to IRBIS, the IRB Information System. The system is designed to be used for all of your interactions with the IRB. Here you can create new applications, modify or update approved studies and view the status of pending submissions. After you select the relevant action from the left hand column, you will be prompted to provide the information needed to complete your submission, including consent forms, as relevant. Your application will be customized to fit the circumstances of your research, depending on your responses as you proceed. The questions are designed to be answered in a sequential order ; however, you may use the links in the left column to revisit any portion of the application . Once you have provided the necessary information, your submission will be electronically certified by the principal investigator, routed for department level approvals (when indicated) and then received by the IRB.

⇒ [Provide feedback here](#)

If you need assistance completing the form, call David Tegnell or Astrid Ertola in the IRB Office at (919) 966-3113.

[View Sample Application](#)
Click above to view a sample application with most questions available for review. Your application will differ based on your answers.

IRB Correspondence Awaiting PI Response

Reference ID	IRB Number	Submission Type	Date Submitted	Title	Principal Investigator	IRB Action	View Letters
503	11-0007	Initial	05/21/2010	OHRE Project	Andy Johns	Minor Stipulations	

Clicking the link [Waiting PI Response](#) under Submissions in Progress will generate a list identical to that found under IRB Correspondence Awaiting PI Response.

Using the Navigation Bar: Tracking submission progress (3)

Dashboard

Create New Submission

- [New Study](#)
- [Modification](#)
- [Renewal](#)
- [Unanticipated Problem](#)
- [Closure](#)

Submissions In Progress

- [In Draft \(52\)](#)
- [Being Routed \(1\)](#)
- [Submitted to IRB \(50\)](#)
- [Waiting PI Response \(1\)](#)

All My Studies

- [My Studies](#)
- [Studies in My Dept](#)

Routing Inbox

- [PI Certification \(27\)](#)
- [Dept Approval \(4\)](#)
- [Dept Review](#)

TEMPORARY PORTAL TO EXISTING UP/AE PAGES

SUBMISSIONS IN PROGRESS

Submission State:

Initials (12) Modifications (10) Renewals (7) UP/AEs (20) Closures (3)

Initial Submissions In Progress Page: 1
Showing results 1 - 12 of 12 [view all](#)

Reference ID	IRB Number	Title	PI	Date Last Modified	Submission Status	View
736		adsf	David Tegnell	11/04/2010	In Draft	View
683		Test NHSR	David Tegnell	10/14/2010	In Draft	View
628		asd		08/20/2010	In Draft	View
642		adf	David Tegnell	09/24/2010	In Draft	View
644		My study title	David Tegnell	09/21/2010	In Draft	View
625		123		08/20/2010	In Draft	View
627		adlkfj		08/20/2010	In Draft	View
624		test 08202010	Emma Tegnell	09/10/2010	In Draft	View
599		adsf		07/23/2010	In Draft	View
450		Test 042710	David Tegnell	08/20/2010	In Draft	View
451		Untitled		04/27/2010	In Draft	View
504		Untitled		05/21/2010	In Draft	View

Submissions In Draft or Being Routed (including those in the Routing Inbox) have not been submitted to the IRB, and so have not yet been assigned an IRB Number. Refer to these submissions by their unique Reference ID numbers, when communicating with the IRB or department approvers/reviewers or members of your study team. Also, click the Reference ID number of a specific submission to access and edit or complete an online application.

Note: Each submission of each study is assigned a unique Reference ID.