Using the Navigation Bar: Tracking submission progress (1)

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)

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)

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.