NAVIGATING: HURON IRB ELECTRONIC SUBMISSION SYSTEM

Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome

*Please **do not** use Microsoft Internet Explorer or Microsoft Edge*

DASHBOARD

When you log in with your Brown credentials, your landing page will be your Dashboard. The Dashboard is where you can find items and perform basic tasks.

1. **My Inbox**: Items requiring you to take action.

2. **My Reviews:** Items assigned for you to review (i.e., ancillary review, committee review).

3. **Create**: Actions you can perform (e.g., create IRB submission).

4. **Recently Viewed:**
   a. **Recent**: The last several items you reviewed.
   b. **Pinned**: You can pin items from the **Recently Viewed** section for quick and easy access**.**

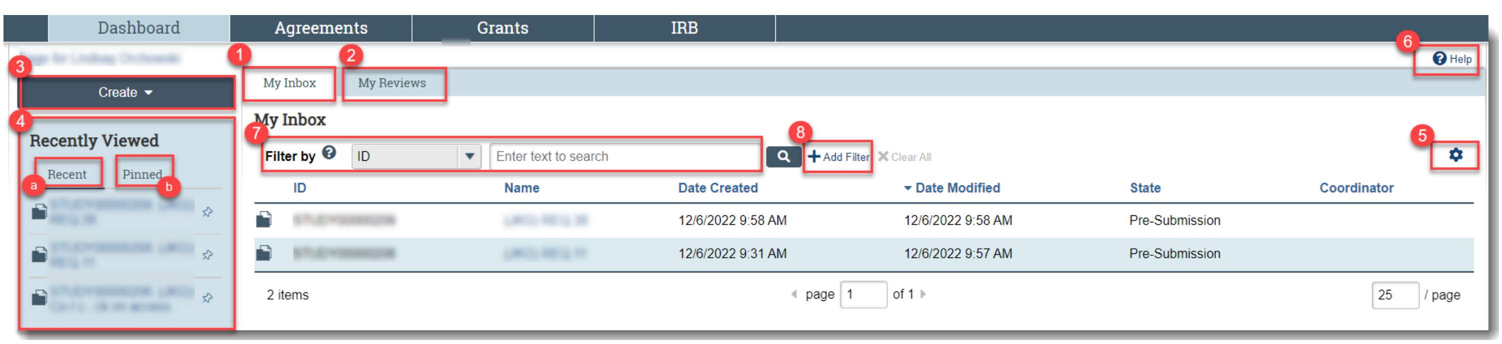
5. **Personalize Table (Gear Symbol)** - allows you to move the table headers around to better suit your needs.

6. **Help:** Provides guides on how to create submissions and navigate through the different tabs.

7. **Filter by:**
   - **Filter by** allows you to filter columns to show specific data.
   - **My Inbox** (1) and **My Reviews** (2) both have **Filter by**.

   - *Note: it's recommended to use the % before the first character typed to get all possible records with the specific characters.*
     - *Example: %100 - this will show all records containing 100.*

8. **+Add Filter:** combines multiple filter criteria.
   - **My Inbox** (1) and **My Reviews** (2) both have **Filter by** (7).



IRB
When you log in, you can navigate to the IRB workspace. The IRB workspace allows you to see all submissions (i.e., present, previous in various states).
Submissions tab

1. **In-Review:** Submissions undergoing IRB review.

2. **Active:** All approved submissions as well external IRB, non-human research, human research not engaged, lapsed, and suspended submissions.

3. **New Information Reports:** All Reportable New Information (RNI) submissions, in any state.

4. **External IRB:** All studies managed by an external IRB.

5. **Relying Sites:** All participating sites relying on the local IRB as the single IRB of record.

6. **All Submissions:** All submissions, in any state.

7. **Archived:** All closed, disapproved, discarded, and terminated submissions.

8. **Create New Study**: Create a human research subjects submission.

9. **Report New Information**: Report any adverse events or potentially harmful new information immediately.

10. **Filter by:**
    - **Filter by** allows you to filter columns to show specific data.
    - All of the tabs **(e.g., In-Review, Active**, etc**)** have **Filter by**.

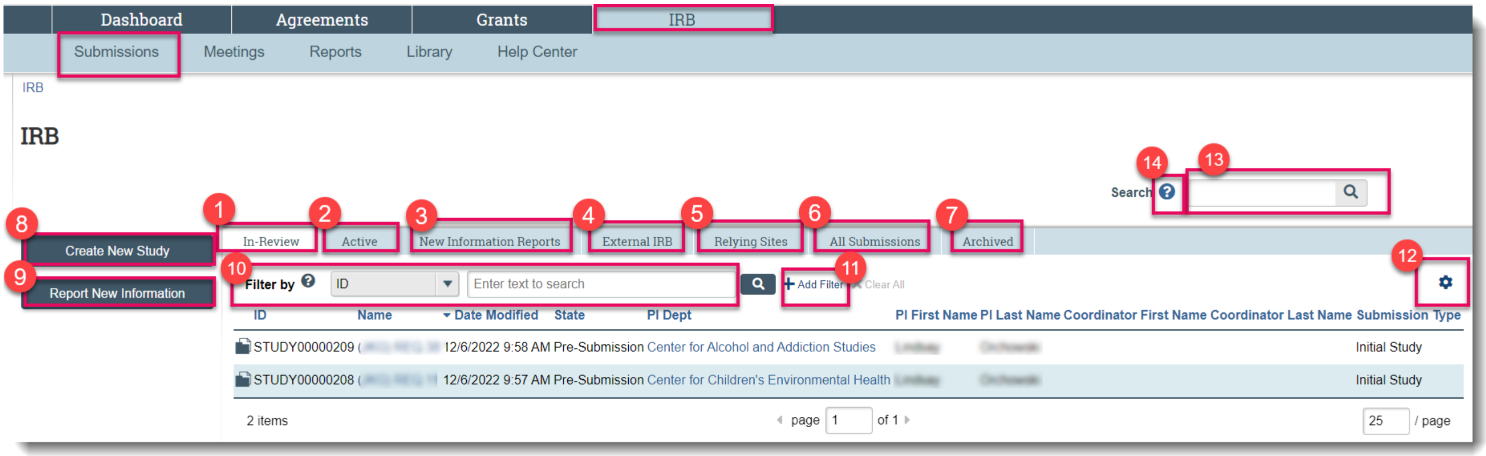
    - *Note: it's recommended to use the % before the first character typed to get all possible records with the specific characters.*
        - *Example: %100 - this will show all records containing 100.*

11. **+Add Filter:** Combines multiple filter criteria.

12. **Personalize Table (Gear Symbol)**: Allows you to move the table headers around to better suit your needs.

13. **Search:** Allows you to search for any study record.

14. **?**: Provides further information about the navigation it is next to (example:explains the Search function).



Meetings Tab (for HRPP / IRB members only)
Note: this section will be blank for all other end users.

1. **Upcoming Meetings**: If your study is assigned to a meeting, you will be able to see the dates / times of upcoming meetings.

2. **Past Meetings**: If your study was assigned to a meeting, the date / time of that meeting will appear.

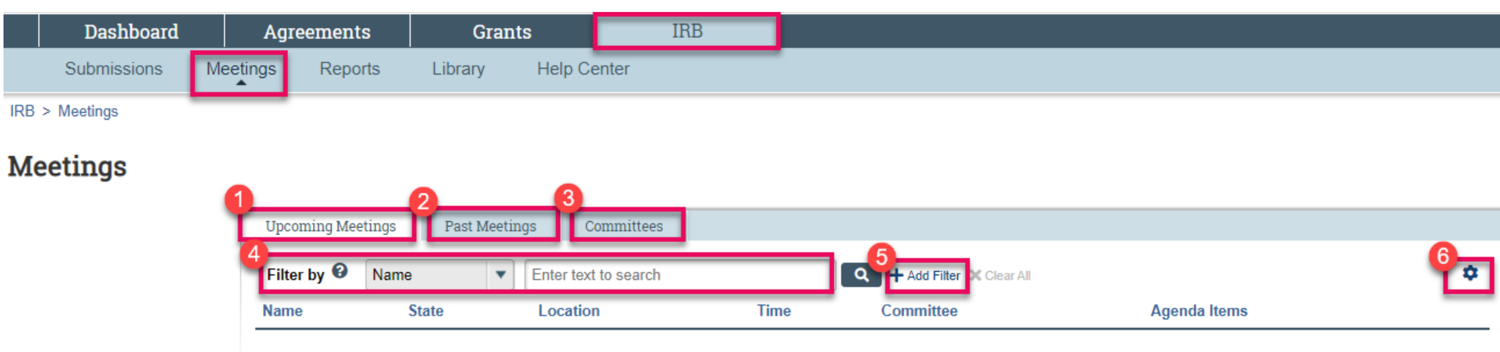
3. **Committees**: Lists all members on the IRB.

4. **Filter by:** Allows you to filter columns to show specific data.

    - *Note: it's recommended to use the % before the first character typed to get all possible records with the specific characters.*
        - *Example: %100 - this will show all records containing 100.*

5. **+Add Filter:** Combines multiple filter criteria.

6. **Personalize Table (Gear Symbol)**: Allows you to move the table headers around to better suit your needs.



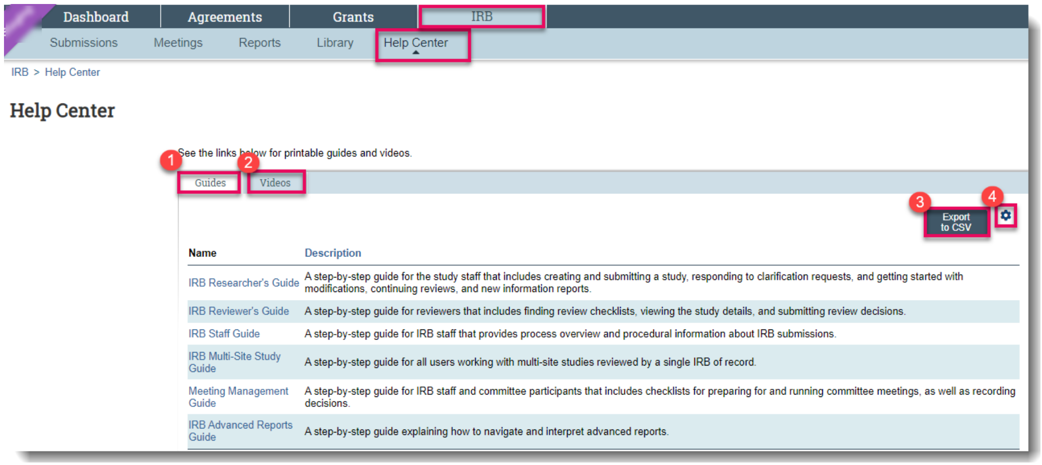
Help Center Tab

1. **Guides**: Step by step guides.

2. **Videos**: Video for Single IRB Review for Multi-Site Studies.

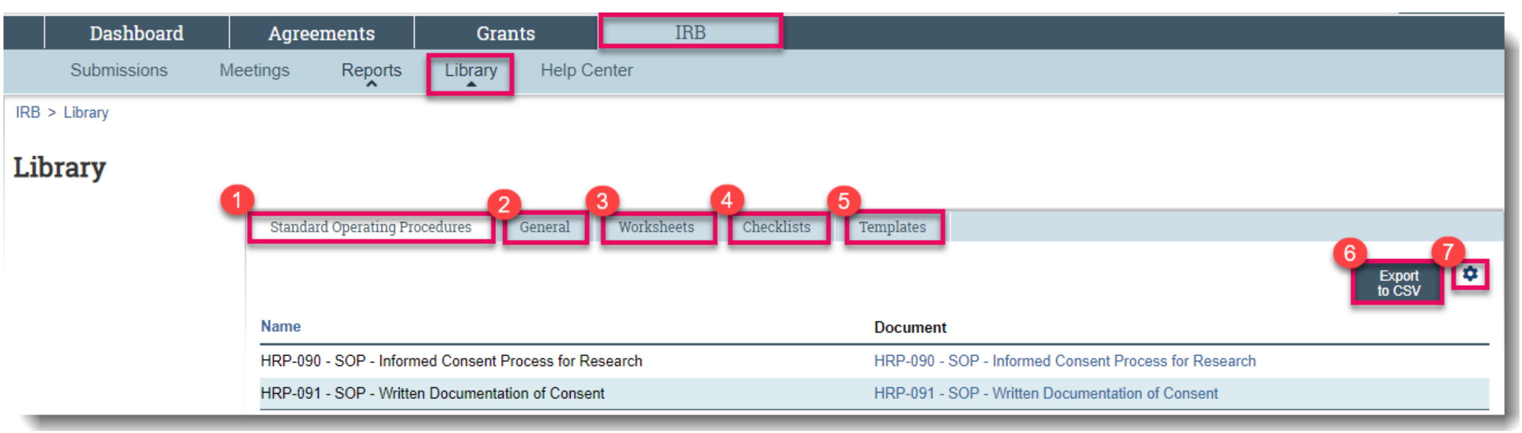
3. **Export to CSV**: Export the **Guides** in CSV format (text format) to access.

4. **Personalize Table (Gear Symbol)**: Allows you to move the table headers around to better suit your needs.



Library Tab

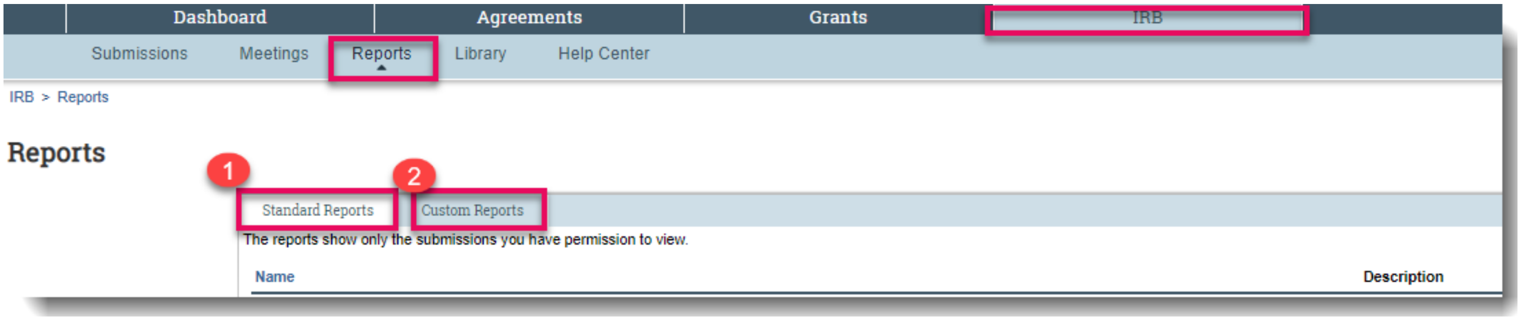
1. **Standard Operating Procedures**: Guides.
2. **General**: Manuals provided by HRPP.
3. **Worksheets**: Determination worksheets for reference.
4. **Checklists**: HRPP Checklists.
5. **Templates**: HRPP templates.
6. **Export to CSV**: Export the **Guides** in CSV format (text format) to access.
7. **Personalize Table (Gear Symbol)**: Allows you to move the table headers around to better suit your needs.



Reports Tab

1. **Standard Reports:** Reports provided by Huron that any user can run.
2. **Custom Reports:** Reports created by special request customized to the user, if the report is not already available in standard reports.

- *Note: the reports will only contain submissions that you have permission to view (e.g., submissions where you are the PI / proxy, etc).*

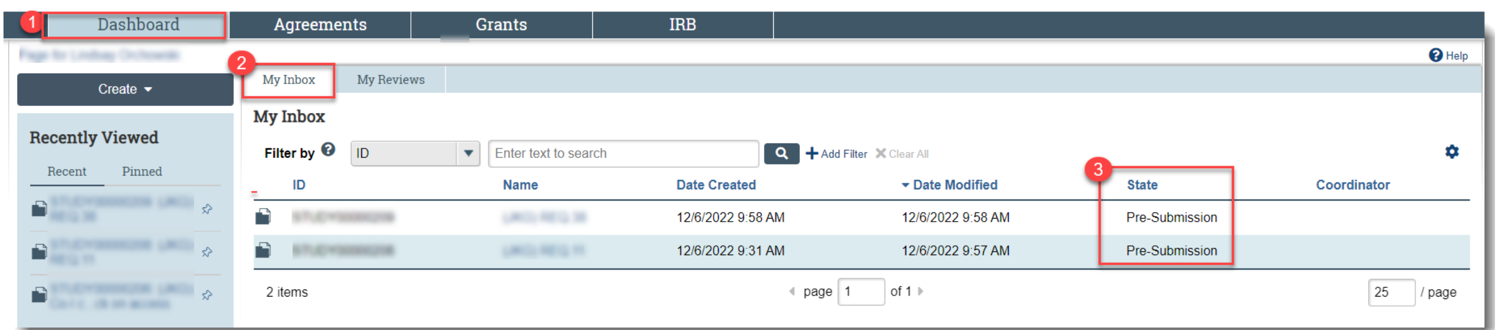


DASHBOARD or IRB WORKSPACES

Identify What Action / Step is Needed

1. From the **Dashboard**,
2. **My Inbox**
3. Review the **State** of the submission.
    a. The **State** gives a clue as to what to do next.

- *Note: "Pre-Submission" means you haven't submitted the study. You can open it, finish it, and submit it for review. "Clarification Requested" means HRPP / IRB reviewed your study and needs clarification.*

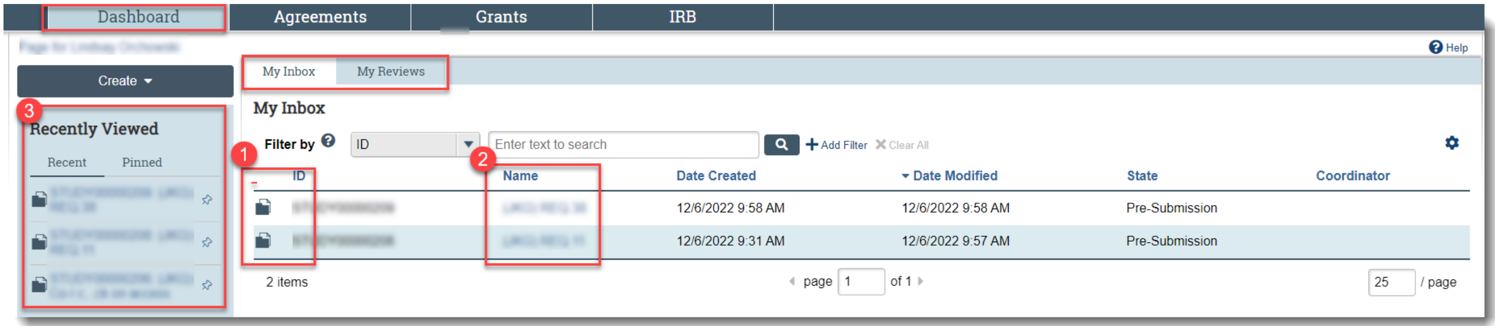


Open a Submission (Dashboard Workspace)

To open a submission from **My Inbox** or **My Reviews** within the **Dashboard**,

1. Click on the file icon under the **ID** column;
2. Click on the submission title under the **Name** column; or
3. Click on the title of the study from **Recently Viewed**

- *Note: The user's submissions can be opened in **My Inbox, My Reviews**, or **Recently Viewed** (**Recent** or **Pinned**).*

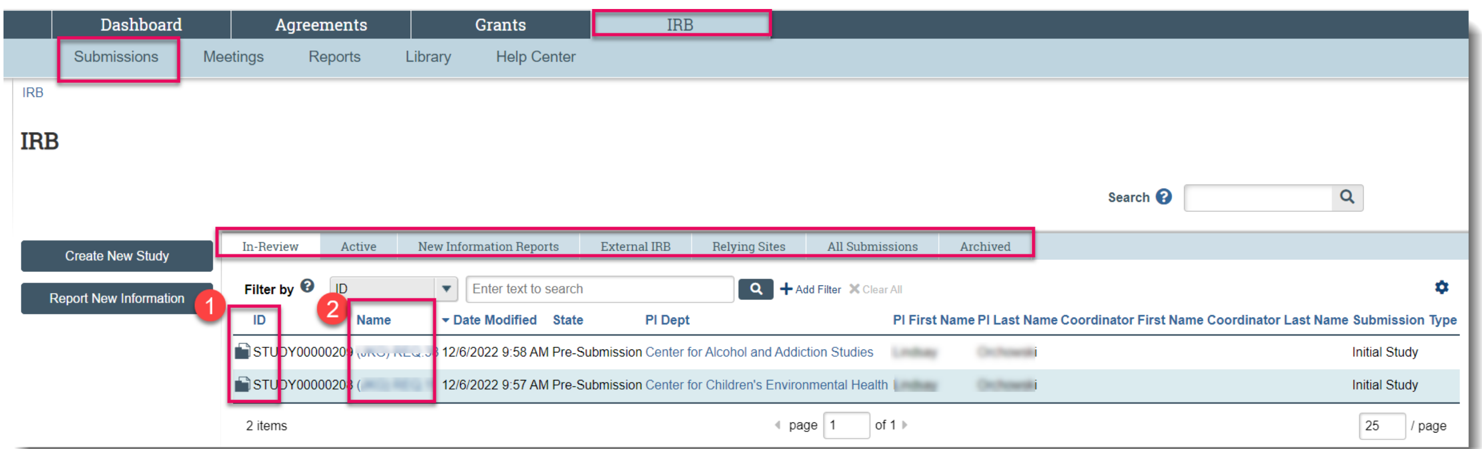


Open a Submission (IRB Workspace)

To open a submission from the **Submissions** tab within the **IRB** workspace:

1. Click on the file icon under the **ID** column; or
2. Click on the submission title under the **Name** column.

- *Note: The user's submissions can be opened in* ***In-Review, Active, New Information Reports, External IRB, Relying Sites, All Submissions, Archived.***



To View Submission Details (e.g., History, Contacts, Documents, Training)

Open a submission (IRB Workspace or Dashboard workspace):

1. **History**: This tab lists the activity taken on a submission including any comments, attachments, or correspondence added.
2. **Funding**: Provides all funding sources associated with the submission along with related grant information, if applicable.
3. **Contacts**: This tab lists all individuals with study involvement (i.e., PI, Study Team, Other Study Members, Guests).
4. **Documents**: This tab includes all study related and site related documents including documents on drugs, devices, and international research, if applicable.

5. **Reviews**: This tab will list all ancillary reviews including the reviewers' comments, and Reviews containing the latest pre-review, committee and/or non-committee reviews, determinations (e.g., approval date), review/risk level, notes, missing materials, and checklists completed by the reviewers.

6. **Snapshots**: Provides a snapshot of the entire study including attachments submitted at different states of the submission (e.g, approved stated, pre-submission state).

7. **Training**: This tab includes all CITI training of the individuals/key personnel listed on the study with the exception of non-Brown researchers.

8. **Filter by:** Allows you to filter columns to show specific data.

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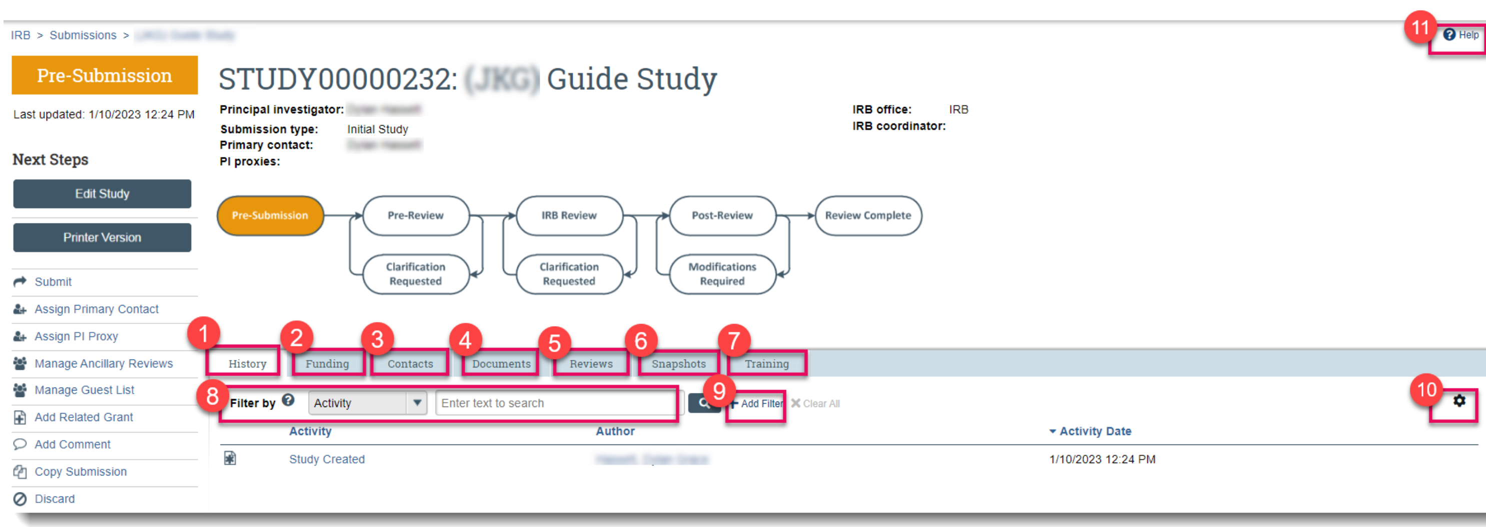
9. **+Add Filter:** Combines multiple filter criteria.

10. **Personalize Table (Gear Symbol)**: Allows you to move the table headers around to better suit your needs.

11. **Help**: Guidance provided to users to navigate through the system.

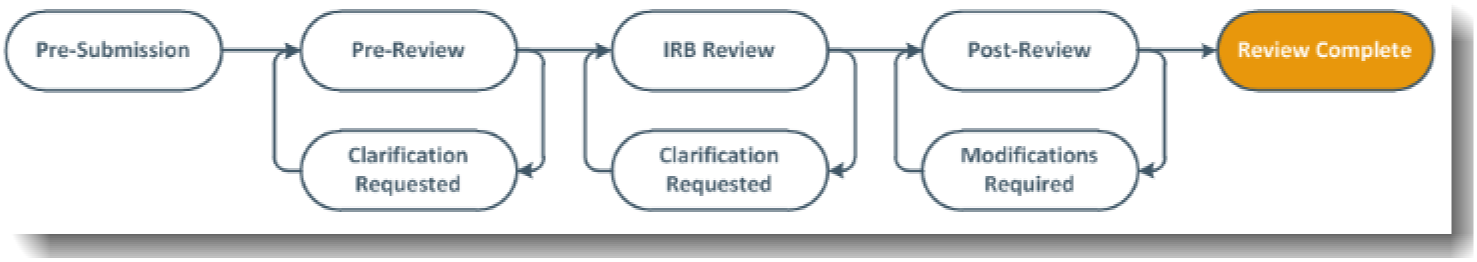


Submission Workflow / States

Submissions may be in various states in the workflow.

Open a submission (from IRB or Dashboard workspace):

1. **Workflow**: Represented by this flow chart, this visual informs the user where the submission is at any given time throughout the review process up until approval.



The workflow representation:

- **Pre-Submission:** The study has not been submitted to HRPP/IRB for review. The study still sits with the PI / research team.
- **Pre-Review:** The submission is with the HRPP/IRB office for review
- **Clarification Requested**: Clarification is requested, and the submission is open to the study team for response.
- **IRB Review**: The study has been assigned for review by the convened IRB at the monthly meeting.
- **Modifications Required**: Modifications are requested by the reviewer(s) prior to final determination.
- **Post-Review**: The study has been reviewed and the determination letter will be generated shortly.
- **Review Complete**: The review of the submission is complete and the study is now active / approved (or in another study state, see below on where to find states).

2. **State**: The submission state is represented in the orange box in the top left hand corner of the open submission (within the record).