

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)**.

The screenshot shows the dashboard interface with the following elements highlighted by numbered callouts:

- 1: My Inbox tab
- 2: My Reviews tab
- 3: Create button
- 4: Recently Viewed section
- 5: Gear icon for table personalization
- 6: Help icon
- 7: Filter by dropdown menu
- 8: +Add Filter button

ID	Name	Date Created	Date Modified	State	Coordinator
[REDACTED]	[REDACTED]	12/6/2022 9:58 AM	12/6/2022 9:58 AM	Pre-Submission	
[REDACTED]	[REDACTED]	12/6/2022 9:31 AM	12/6/2022 9:57 AM	Pre-Submission	

2 items | page 1 of 1 | 25 / page

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).

The screenshot shows the IRB dashboard with the following elements highlighted by numbered callouts:

- 1: Filter by dropdown menu
- 2: In-Review button
- 3: Active button
- 4: New Information Reports button
- 5: External IRB button
- 6: Relying Sites button
- 7: All Submissions button
- 8: Create New Study button
- 9: Report New Information button
- 10: Search input field
- 11: Add Filter button
- 12: Gear icon for table personalization
- 13: Search icon
- 14: Search help icon

The table below shows the following data:

ID	Name	Date Modified	State	PI Dept	PI First Name	PI Last Name	Coordinator First Name	Coordinator Last Name	Submission Type
STUDY00000209		12/6/2022 9:58 AM	Pre-Submission	Center for Alcohol and Addiction Studies					Initial Study
STUDY00000208		12/6/2022 9:57 AM	Pre-Submission	Center for Children's Environmental Health					Initial Study

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

- Upcoming Meetings:** If your study is assigned to a meeting, you will be able to see the dates / times of upcoming meetings.
- Past Meetings:** If your study was assigned to a meeting, the date / time of that meeting will appear.
- Committees:** Lists all members on the IRB.
- 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.*
- +Add Filter:** Combines multiple filter criteria.
- Personalize Table (Gear Symbol):** Allows you to move the table headers around to better suit your needs.

The screenshot shows the IRB Meetings tab with the following elements highlighted by numbered callouts:

- 1: Upcoming Meetings button
- 2: Past Meetings button
- 3: Committees button
- 4: Filter by dropdown menu
- 5: Add Filter button
- 6: Gear icon for table personalization

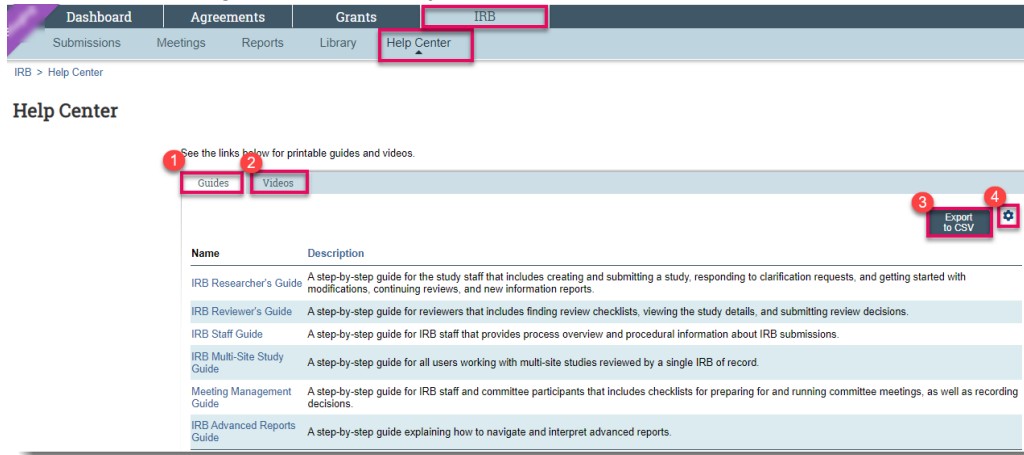
The table below shows the following data:

Name	State	Location	Time	Committee	Agenda Items
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Help Center Tab

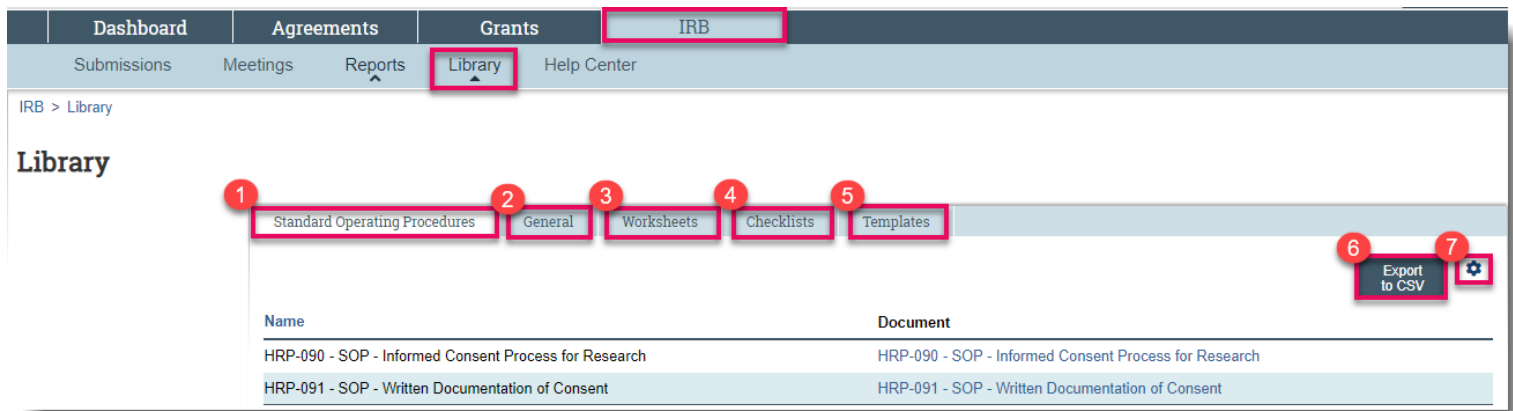
- Guides:** Step by step guides.
- Videos:** Video for Single IRB Review for Multi-Site Studies.
- Export to CSV:** Export the **Guides** in CSV format (text format) to access.

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



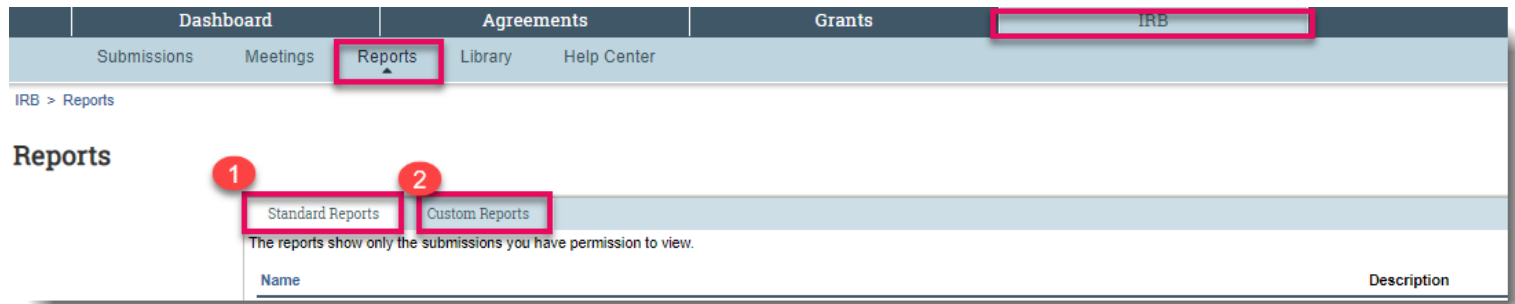
Library Tab

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

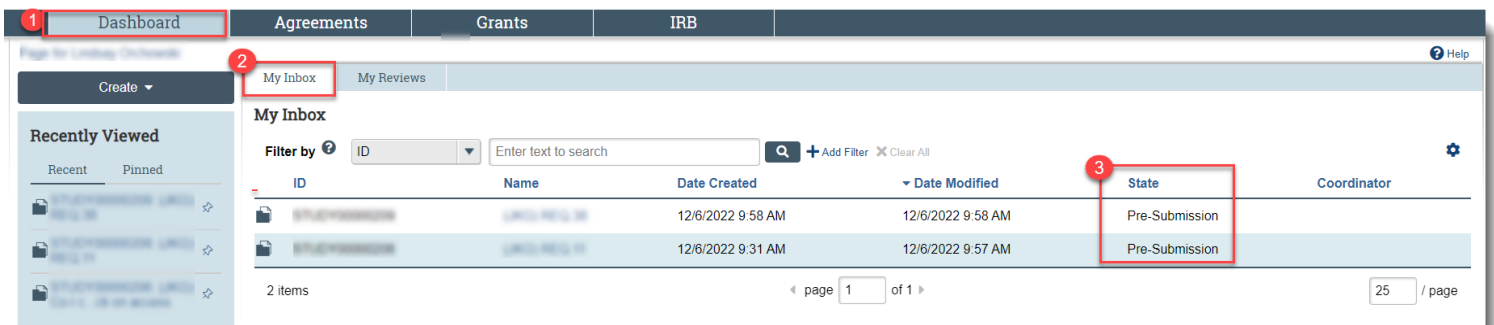
1. **Standard Reports:** Reports provided by Huron that any user can run.
 2. **Custom Reports:** Reports created by special request customized to the user, if the report is not already available in standard reports.
- *Note: the reports will only contain submissions that you have permission to view (e.g., submissions where you are the PI / proxy, etc).*



DASHBOARD or IRB WORKSPACES

Identify What Action / Step is Needed

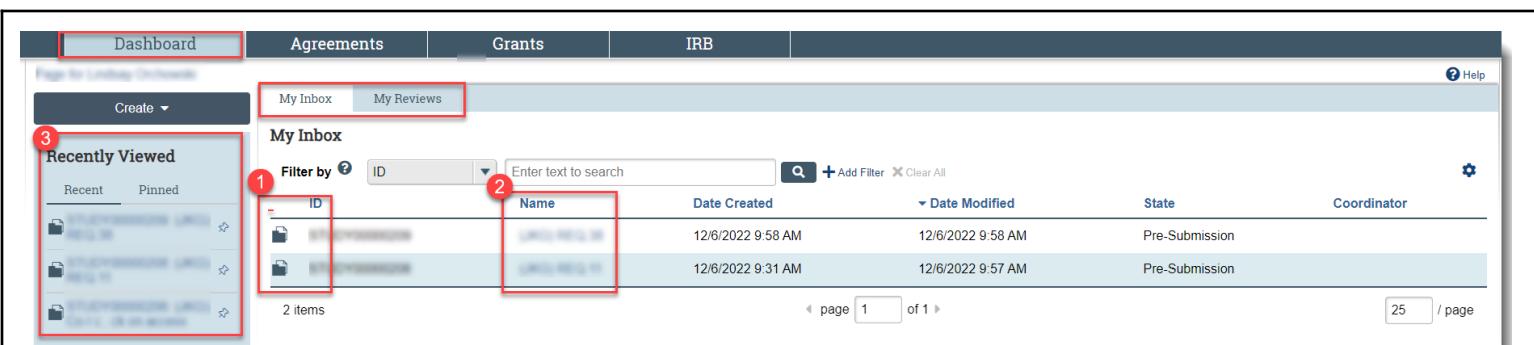
1. From the **Dashboard**,
 2. **My Inbox**
 3. Review the **State** of the submission.
 - a. The **State** gives a clue as to what to do next.
- *Note: "Pre-Submission" means you haven't submitted the study. You can open it, finish it, and submit it for review. "Clarification Requested" means HRPP / 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**,

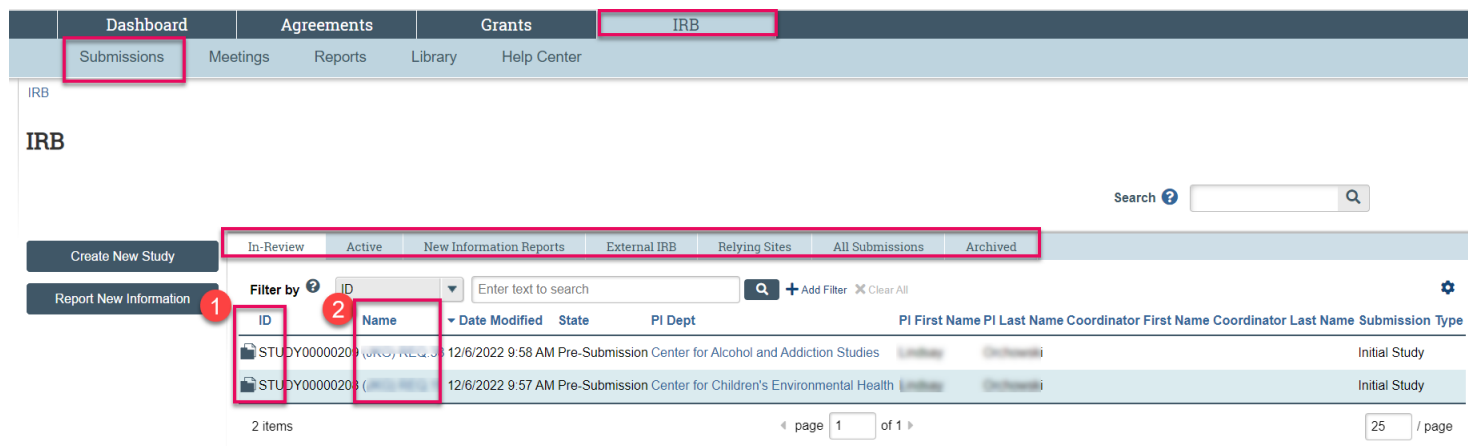
1. Click on the file icon under the **ID** column;
 2. Click on the submission title under the **Name** column; or
 3. Click on the title of the study from **Recently Viewed**
- *Note: The user's submissions can be opened in [My Inbox](#), [My Reviews](#), or [Recently Viewed \(Recent or Pinned\)](#).*



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.
 - *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.*
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.

The screenshot displays the IRB Submissions interface for 'STUDY00000232: (JKG) Guide Study'. The interface includes a 'Pre-Submission' status, a flowchart of the review process, and a table of activity. Red callout boxes 1-11 highlight specific UI elements: 1 (History tab), 2 (Funding tab), 3 (Contacts tab), 4 (Documents tab), 5 (Reviews tab), 6 (Snapshots tab), 7 (Training tab), 8 (Filter by dropdown), 9 (Add Filter button), 10 (Gear icon for table personalization), and 11 (Help icon).

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).

Approved

Entered IRB: 1/10/2023 4:47 PM
 Initial approval: 1/10/2023
 Initial effective: 1/10/2023
 Effective: 1/10/2023
 Last updated: 1/10/2023 4:50 PM