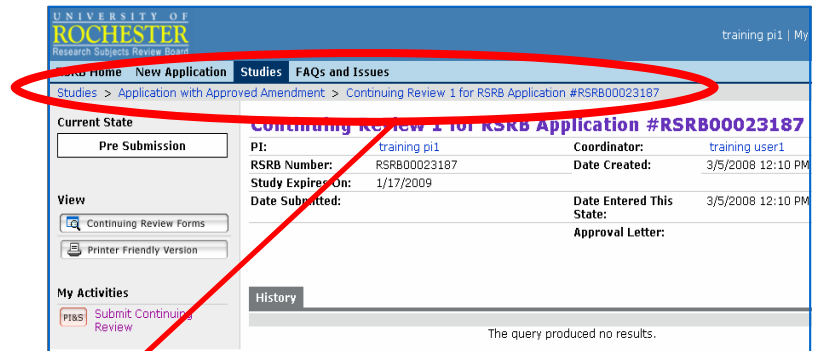


TRACKING AN APPLICATION AND POST-APPROVAL ACTIVITIES

You can track the initial application and post-approval activities within the RSRB Electronic Submission System at any time.

TASK BARS

By using these task bars you can navigate through different levels of your study (i.e. initial application, amendment, etc.) within the RSRB Electronic Submission System.



↑
List of
your
studies

↑
Study
home page

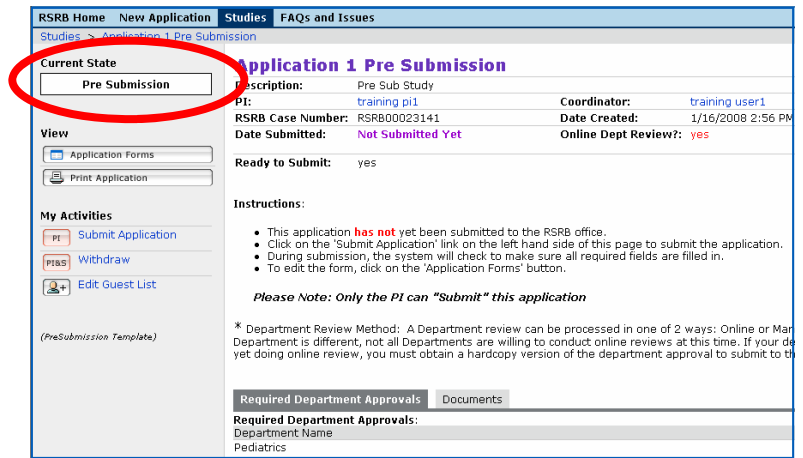
↑
Amendment home page
or
Continuing Review home page
or
Adverse Event home page

Study home page

1. To track your application, locate the relevant study and go to the **study home page**.

2. View the **Current State** of your application.

Note: You can check the current state for any activity within the application (e.g. initial approval, amendment, continuing review, etc.).



INDEX OF STUDY STATES

Below is the index of study states and the status of an application for a specific state.

State	Status Description
Approved	The study is approved and placed under the Applications tab in the study team workspace.
Board Assignment	In RSRB Data Manager "Inbox." The application is ready to be assigned to a Board.
Board Meeting Process	In RSRB Specialist "Inbox." The study is assigned to the Board for review.
Chair Approval	In RSRB Chair "Inbox." The study is being approved by RSRB Chair.
Change to Review Level Required	In study team "Inbox." The application needs to be revised/ updated before the review level can be changed (i.e., Exempt to Expedited or Full Board).
Changes Required by Department - Pending Review	In study team "Inbox." Department is requesting changes / clarifications from the investigator.

State (cont.)	Status Description (cont.)
Changes Required by IRB Board	In study team "Inbox." Study team needs to address the issues per RSRB Board request.
Changes Required by IRB Specialist	In study team "Inbox." Study team needs to address the issues per RSRB Specialist request.
Closed	Study is closed.
Closure Pending	In RSRB Director "Inbox." Study closure is being reviewed by the RSRB Director.
Department Review	In department approver "Inbox." Department approver must sign off on the application before it can be reviewed by the RSRB.
Designated Reviewer Stipulation Review	In RSRB Chair "Inbox." Stipulations are being reviewed by the Chair.
Disapproved - Changes Required	In RSRB Specialist "Inbox" and study team "Inbox." Appropriate action will be taken.
Exempt Chair Review	In RSRB Chair "Inbox." Chair is reviewing the Exempt study.
Exemption Confirmed / Archived	Exempt study is confirmed; study may be conducted.
In Expedited Review	In primary reviewer "Inbox." The application is being reviewed by the primary reviewer.
IRB Specialist Pre Approval	In RSRB Specialist "Inbox." Approval letter is being created.
IRB Specialist Review	In RSRB Specialist "Inbox." The study is being reviewed by RSRB Specialist.
IRB Specialist Stipulations Review	In RSRB specialist "Inbox." The specialist is in the process of creating and reviewing stipulations.
Meeting Complete	In RSRB Specialist "Inbox." The study has been reviewed by the Board and the RSRB Specialist is processing the application.

State (cont.)	Status Description (cont.)
Pending Approval	In RSRB Data Manager "Inbox", for watermarking of documents.
Pre Submission	In study team "Inbox." The application has not been submitted.
Stipulations Pending	In study team "Inbox." Study team needs to address the stipulations outlined by the RSRB Specialist.
Suspended	Study is suspended.
Waiting on Hardcopy Attachments	In RSRB Data Manager "Inbox." Waiting for department approval and non-electronic documents to be delivered to the RSRB before assigning to a Board for review.
Waiting on Hardcopy Attachments (WIRB)	In WIRB liaison "Inbox." The application had been submitted and is waiting for non-electronic documents to be delivered to the OHSP before assigning to a WIRB review.
WIRB Active	The application has been submitted to WIRB.
WIRB Closed	The WIRB application has been closed.
Withdrawn	Study is withdrawn.