

SUBMITTING A COMPLETED APPLICATION

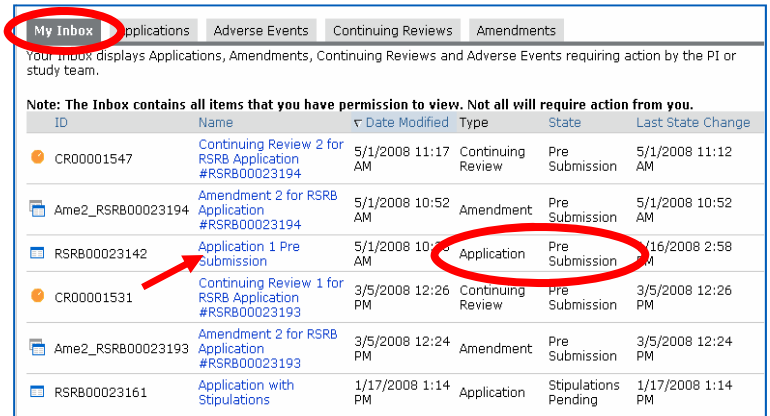
When your application is **completed**, and you are ready to submit it to the RSRB:

1. Locate the **pre-submitted** study in **My Inbox**

2. Click on the **study name**

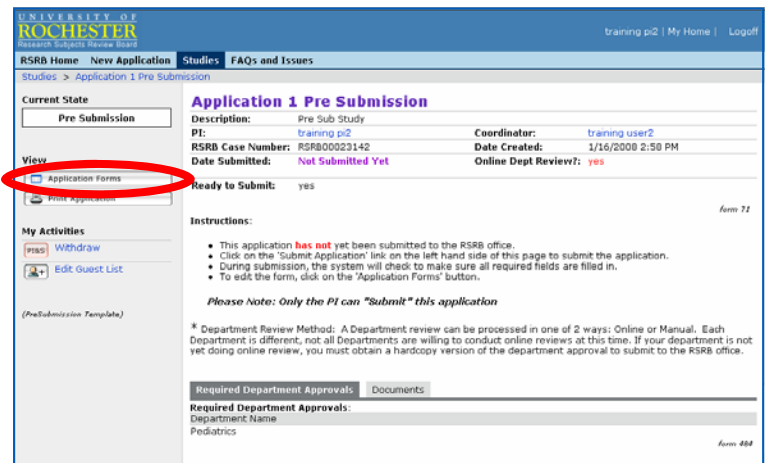
3. Click the  button

Home page



ID	Name	Date Modified	Type	State	Last State Change
CR00001547	Continuing Review 2 for RSRB Application #RSRB00023194	5/1/2008 11:17 AM	Continuing Review	Pre Submission	5/1/2008 11:12 AM
Ame2_RSRB00023194	Amendment 2 for RSRB Application #RSRB00023194	5/1/2008 10:52 AM	Amendment	Pre Submission	5/1/2008 10:52 AM
RSRB00023142	Application 1 Pre Submission	5/1/2008 10:52 AM	Application	Pre Submission	5/1/2008 2:58 PM
CR00001531	Continuing Review 1 for RSRB Application #RSRB00023193	3/5/2008 12:26 PM	Continuing Review	Pre Submission	3/5/2008 12:26 PM
Ame2_RSRB00023193	Amendment 2 for RSRB Application #RSRB00023193	3/5/2008 12:24 PM	Amendment	Pre Submission	3/5/2008 12:24 PM
RSRB00023161	Application with Stipulations	1/17/2008 1:14 PM	Application	Stipulations Pending	1/17/2008 1:14 PM

Study home page



Application 1 Pre Submission

Description: Pre Sub Study
 PI: training pi2
 RSRB Case Number: RSRB00023142
 Date Submitted: Not Submitted Yet
 Coordinator: training user2
 Date Created: 1/16/2008 2:58 PM
 Online Dept Review?: yes

Ready to Submit: yes

Instructions:

- This application **has not** yet been submitted to the RSRB office.
- Click on the 'Submit Application' link on the left hand side of this page to submit the application.
- During submission, the system will check to make sure all required fields are filled in.
- To edit the form, click on the 'Application Forms' button.

Please Note: Only the PI can "Submit" this application

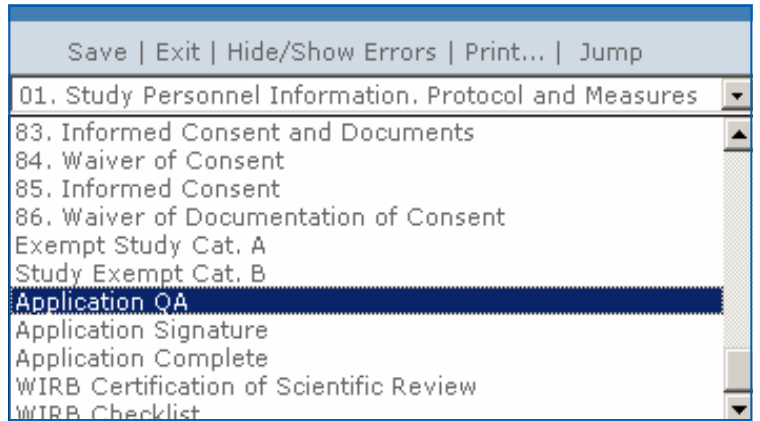
* Department Review Method: A Department review can be processed in one of 2 ways: Online or Manual. Each Department is different, not all Departments are willing to conduct online reviews at this time. If your department is not yet doing online review, you must obtain a hardcopy version of the department approval to submit to the RSRB office.

Required Department Approvals: Documents

Required Department Approvals:
 Department Name: Pediatrics

4. Use the scroll-down menu to navigate to the **Application QA** page

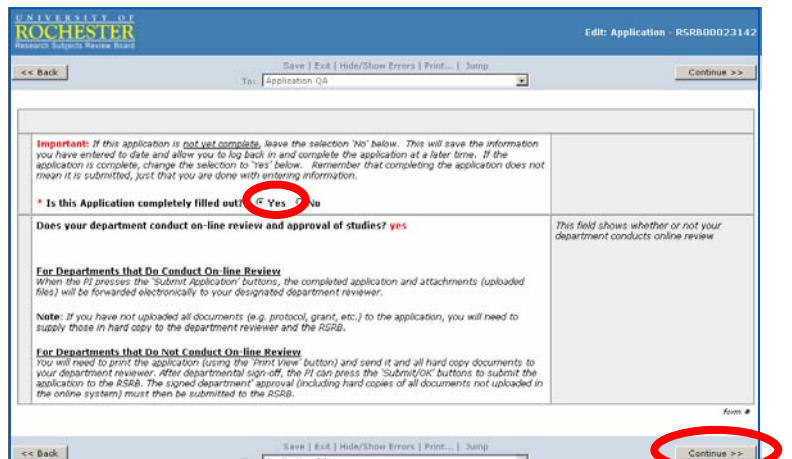
Application form: scroll-down menu



5. Select Yes that the application is completely filled out

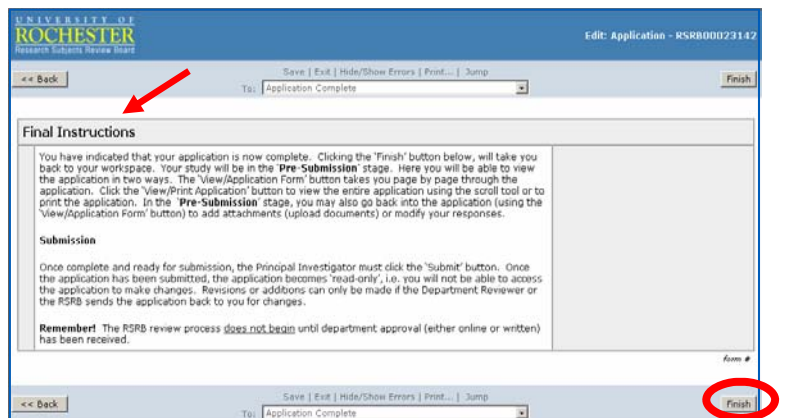
6. Click the **Continue ->** button

Application form



7. Read the **Final Instructions** and click the **Finish** button

Application form



! A new application can be completed by a Study Coordinator or a Co-PI, but it can only be submitted by the Principal Investigator.

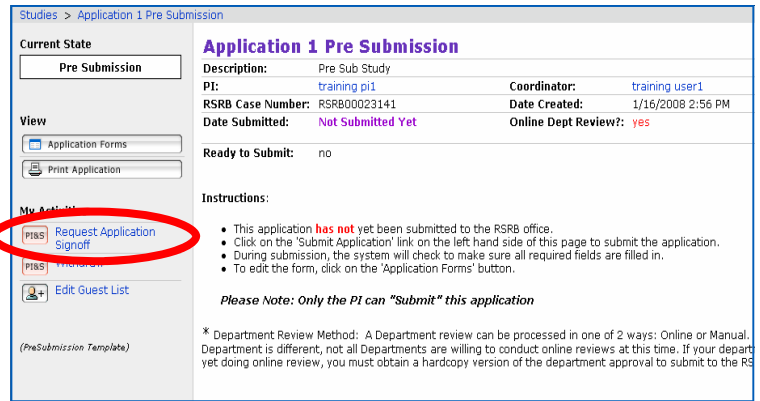
Study home page

If you are a Study Coordinator or a

Co-PI:

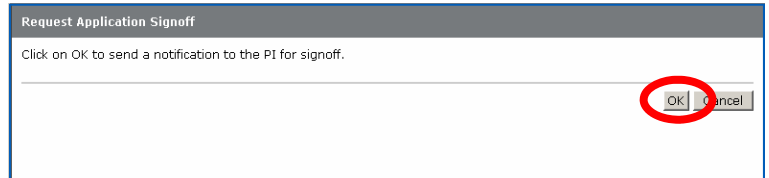
8. Click on **Request Application Signoff**

This will send an e-mail notification to the Principal Investigator requesting signoff.



Request signoff window

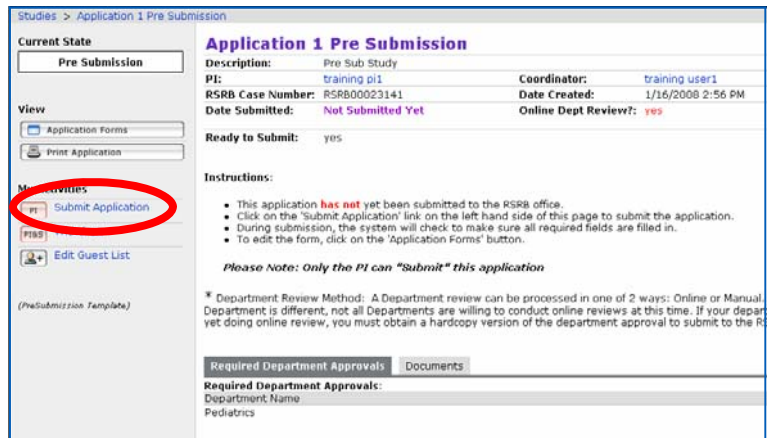
9. Click the  button



Study home page

If you are a Principal Investigator:

8. Click on **Submit Application**



Application submission window

9. Click the  button

