



UT Southwestern
Medical Center

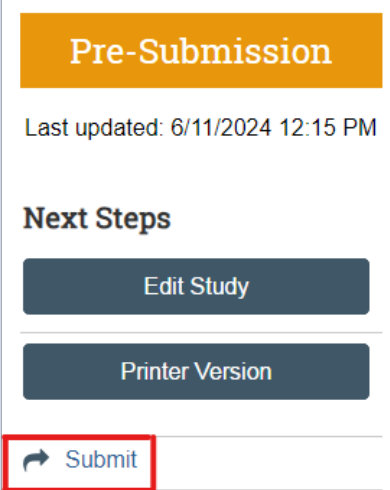
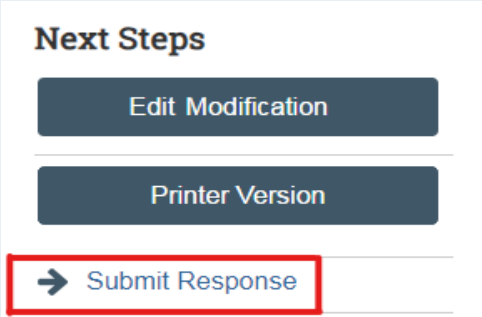
Activities within the IRB Submission

Human Research Protection Program

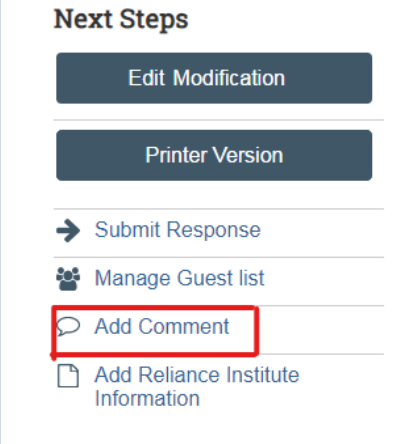
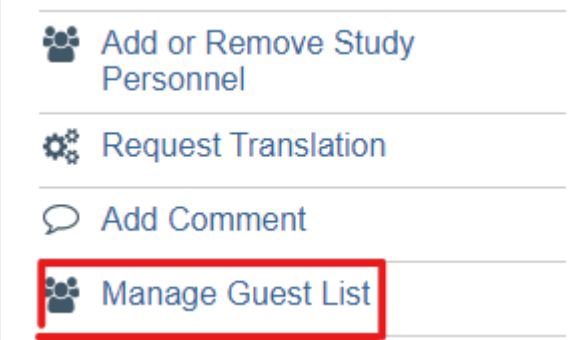
Activities within the IRB submission

- These are activities on the left side of the page that you click to perform certain actions (e.g., submit study, manage ancillary reviews, etc).
- Continue to the next slides to learn more about the functionality of the Activities section.


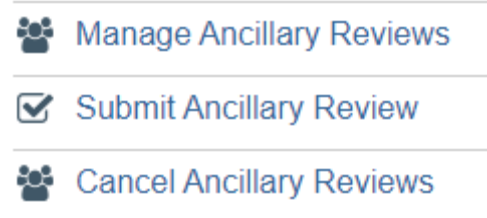
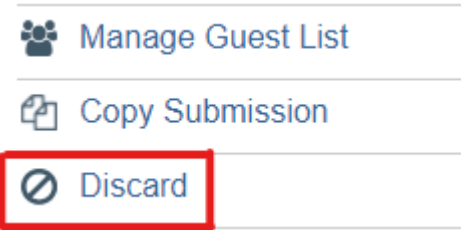
Activities within the IRB submission

Activities	Action (meaning)	
Submit	Once the IRB application is complete, the PI/Research Coordinator can click Submit to send it to HRPP for pre-review.	 <p>The screenshot shows a 'Pre-Submission' status box with the text 'Last updated: 6/11/2024 12:15 PM'. Below this, under the heading 'Next Steps', there are three buttons: 'Edit Study', 'Printer Version', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.</p>
Submit Response	Submit Response is where the PI/Research Coordinator can submit their response to the HRPP/IRB clarification requests. Once updates / revisions are completed, click OK, it automatically sends.	 <p>The screenshot shows a 'Next Steps' section with two buttons: 'Edit Modification' and 'Printer Version'. Below these, the 'Submit Response' button is highlighted with a red rectangular box.</p>

Activities within the IRB submission

Activities	Action (meaning)	
Add Comment	Comments added can be a form of communication between the PI, Study Personnel and HRPP. All comments will be visible to anyone with access to the submission. All comments will appear in the project's History tab.	 <p>The screenshot shows a 'Next Steps' menu with the following items: 'Edit Modification', 'Printer Version', 'Submit Response', 'Manage Guest list', 'Add Comment' (highlighted with a red box), and 'Add Reliance Institute Information'.</p>
Manage Guest List	This allows you to manage list of users who get read only access to the submission.	 <p>The screenshot shows a menu with the following items: 'Add or Remove Study Personnel', 'Request Translation', 'Add Comment', and 'Manage Guest List' (highlighted with a red box).</p>

Activities within the IRB submission

Activities	Action (meaning)	
Withdraw	This action withdraws the study from consideration.	 <p>A screenshot of a software interface showing a menu with three items: 'Manage Guest List' (with a group icon), 'Copy Submission' (with a document icon), and 'Withdraw' (with a left-pointing arrow icon). The 'Withdraw' item is highlighted with a red rectangular border.</p>
Manage / Submit / Ancillary Reviews	Allows for the PI/Research Coordinator to add, update, submit, or cancel ancillary reviews.	 <p>A screenshot of a software interface showing a menu with three items: 'Manage Ancillary Reviews' (with a group icon), 'Submit Ancillary Review' (with a checkmark icon), and 'Cancel Ancillary Reviews' (with a group icon).</p>
Discard	Discard will permanently remove the submission, however, there will still be a history of it existing in the system.	 <p>A screenshot of a software interface showing a menu with three items: 'Manage Guest List' (with a group icon), 'Copy Submission' (with a document icon), and 'Discard' (with a circle and slash icon). The 'Discard' item is highlighted with a red rectangular border.</p>