

Submitting an Incident Report

On your Dashboard, click "View All" to view your studies.

The dashboard shows the following statistics:

- In-Draft: 11
- Awaiting Authorization: 1
- Pre-Review: 5
- Under Review: 0

My Studies

IRB#	Study Title
IRB-FY21-64	new study test
IRB-FY21-63	study #4
IRB-FY21-57	test study #3
IRB-FY20-31	Reviewer's Choice
IRB-FY21-21	For internal use only?

My Tasks

IRB#	Task
IRB-FY20-22	View Submission
IRB-FY20-22	Certify Submission
IRB-FY21-35	Complete Submission
IRB-FY21-64	Complete Submission
IRB-FY21-63	Complete Submission

Submissions by Type

Type	Count
Renewal	1
Initial	16
Modification	3
Incident	1
Withdrawal	0
Closure	0
Legacy	0

View All (highlighted with an orange arrow and text: "On your Dashboard, click View All to view your studies")

Click on the study for which an Incident Report will be submitted.

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY21-64	new study test	Unsubmitted	Amanda Boone	N/A	N/A	07-28-2021
IRB-FY21-63	study #4	Unsubmitted	null	N/A	N/A	07-28-2021
IRB-FY21-57	test study #3	Unsubmitted	null	N/A	N/A	07-12-2021
IRB-FY21-55	test study	Unsubmitted	null	N/A	N/A	06-28-2021
IRB-FY21-54	test study	Unsubmitted	null	N/A	N/A	06-28-2021
IRB-FY21-47	How to Avoid Common Pitfalls on the Road to IRB Approval	Under Review	Diane Director-IRB	N/A	N/A	05-13-2021
IRB-FY21-40	Bad Research	Under Review	Mary Beth Goodnight	N/A	N/A	04-12-2021
IRB-FY21-35	MRI Review Test	Approved	Diane Director-IRB	01-24-2022	N/A	01-25-2021
IRB-FY21-33	CI Test	Unsubmitted	Diane Director-IRB	N/A	N/A	01-22-2021

Click on the study for which an Incident Report will be entered (highlighted with an orange arrow pointing to IRB-FY21-54)

At the top, click "New Submission," and then click on "Incident".

At the top, click "New Submission" and then on "Incident" (highlighted with an orange arrow pointing to the "New Submission" button)

+ New Submission

- Renewal
- Incident
- Closure

Study Details

Approved

IRB-FY21-35 MRI Review Test

PDF Delete

Approval Date: 01-25-2021 Expiration Date: 01-24-2022 Organization: Users loaded with unmatched Organization affiliation. Current Policy Post-2018 Rule Active Submissions: [Modification](#) [Incident](#) Population Flags: Additional Flags:

Admin Check-In Date: N/A Closed Date: N/A Sponsors: N/A

Click the "Edit" button to begin editing the Incident Report.

Unsubmitted

Incident

IRB-FY21-35 - MRI Review Test

[Edit](#) [PDF](#) [Delete](#)

PI: Diane Director-IRB Current Analyst: Decision: Policy: Post-2018 Rule Required Tasks: [Complete Submission](#)
 Review Type: N/A Meeting Date: N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			

IRB NUMBER: IRB-FY21-35

MRI Review Test - Incident

[CREATE PDF](#) [COMPARE](#) [SAVE](#)

Sections

- Reportable Event

Reportable Event

- Event Date**

Provide the date of occurrence.
- Provide the date of discovery.**
- Event Type**

Check all that apply

 - Unanticipated Event
 - Adverse Event (Physical / Psychological harm)
 - Protocol Deviation
 - Complaint

Once complete, click on “COMPLETE SUBMISSION” to send the Incident Report to the key personnel for certification.

IRB NUMBER: IRB-FY21-35

MRI Review Test - Incident

[CREATE PDF](#) [COMPARE](#) [SAVE](#)

Sections

- Reportable Event
- Routing
- COMPLETE SUBMISSION**

Reportable Event

- Event Date**

Provide the date of occurrence.
- Provide the date of discovery.**
- Event Type**

Check all that apply

All key personnel (PI, Co-PI, and/or Faculty Sponsor) must certify the submission before it can be submitted.



Awaiting Certification

Incident

IRB-FY21-35 - MRI Review Test

[View](#) [PDF](#) [Delete](#)

Routing:

[Return](#) [Certify](#)

PI: Diane Director-IRB	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

The PI must certify the submission in order for it to be returned to the IRB

[Approvals](#) [Task History](#) [Attachments](#)

