

Editing & Submitting a Reopened Submission

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

The dashboard shows the following submission counts:

- In-Draft: 12
- Awaiting Authorization: 0
- 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-FY21-35	Complete Submission
IRB-FY21-64	Complete Submission
IRB-FY21-63	Complete Submission
IRB-FY20-22	Complete Submission
IRB-FY20-31	Complete Submission

Submissions by Type

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

View All (indicated by a yellow arrow)

On your Dashboard, click View All to view your studies

Choose the study that Requires Changes by looking at the status of the study.

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	new study	Unsubmitted	null	N/A	N/A	06-28-2021
IRB-FY21-57	How to Avoid Common Pitfalls on the Road to IRB Approval	Under Review	Diane Director-IRB	N/A	N/A	05-13-2021
IRB-FY21-49	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-FY21-32	CL Test	Unsubmitted	Diane Director-IRB	N/A	N/A	01-22-2021
IRB-FY21-22	Another Internal Use	Under Review	Diane Director-IRB	N/A	N/A	12-04-2020
IRB-FY21-21	For internal use only?	Approved	Diane Director-IRB	N/A	N/A	12-04-2020
IRB-FY21-15	test2	Under Review	Mary Beth Goodnight	N/A	N/A	12-01-2020
IRB-FY21-14	test	Unsubmitted	Mary Beth Goodnight	N/A	N/A	12-01-2020
IRB-FY21-9	test	Under Review	Mary Beth Goodnight	N/A	N/A	10-27-2020
IRB-FY20-31	Reviewer's Choice	Requires Changes	N/A	N/A	N/A	08-06-2020

Requires Changes (indicated by a yellow arrow)

Choose the study that Requires Change by looking at the status of the study

Click on the applicable submission.

Study Details

IRB-FY20-22 Cool Research

Approval Date: 06-11-2020 | Expiration Date: N/A | Organization: Users loaded with unmatched Organization affiliation. Current Policy Post-2018 Rule | Active Submissions: Modification, Renewal | Population Flags: | Additional Flags:

Modification (indicated by a yellow arrow)

Click on the applicable submission

Click the "Edit" button to edit the submission.

The bubble with the number of comments inside will show you the sections that need to be updated. Clicking on Expand Comments will allow you to read and address the Reviewer's comments and concerns.

Any updates must be added to the text boxes, not just in a reply to a comment. Click on the drop-down button next to "Not Addressed" when you have made all requested updates and select "Address".

Once all comments have been addressed, select "COMPLETE SUBMISSION" to send it back to the key personnel-IRB for certification.

Role: Researcher 22 Diane Director-IRB

Dashboard Studies Submissions Tasks Meetings Reporting More

< SUBMISSION DETAILS IRB NUMBER: IRB-FY20-22 **Cool Research - Modification**

 SHOW CHECKLIST
 CREATE PDF
 COMPARE

Sections

- Modification ✓
- Getting Started ✓
- Submission Inform... ✓
- Study Design ✓
- Secondary Data ✓
- Data Security ✓
- Routing Send to PI for certification? ✓
- COMPLETE SUBMISSION >

Secondary Data

* Describe the data (medical or student data, employment records, etc.) or biospecimens.

I don't actually want to collect any data.

Expand Comments

* Are the data and / or biospecimens publicly available?

Yes
 No

* Identify the source and describe how you have permissible access to the data / biospecimens

Once all the comments have been addressed, select "COMPLETE SUBMISSION" to send it back to the PI to certify

* Number of records or biospecimens to be obtained.

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

Role: Researcher 22 Diane Director-IRB

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details / Submission Details

✓ **In-Draft**
 Submission is with researchers

2 **Awaiting Authorization**
 Submission is awaiting certification or approval

3 **Pre-Review**
 Submission is being prepared for review

4 **Under-Review**
 Submission is with reviewers

Awaiting Certification

Modification
IRB-FY20-22 - Cool Research

Routing:

PI: Diane Director-IRB	Current Analyst: Ida Analyst-IRB	Decision: Return to PI	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: Exempt	Review Board: UTD Institutional Review Board	Meeting Date: N/A		

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