Indicating Routing Departments -- & Monitoring Certifications/Approvals

Before a submission can be passed to the IRB for review, it must be:
- **certified** by the Principal Investigator, and Faculty Advisor—if a student project; and
- **approved** by the Home Department of each (PI and Advisor), as well as by the Administering Department—if different from PI’s Home Department.

At **Project Personnel**, approval from up to three overseeing departments may be indicated:
1. Principal Investigator’s Home (PI may be a student);
2. Faculty Advisor’s Home (if a student project);
3. Administering Department (defaults to PI’s Home Department—but an alternate may be selected manually, using lookup).

A fourth approval may be required by a Local Department (e.g., PRC, if indicated by completion of the Application’s Oncology Specific Questions)

**Note**: Approvals are provided sequentially, in this order:
- Administering Dept. (if different from PI’s Home);
- PI’s Home;
- Advisor’s Home (if different from PI’s Home);
- Local

At **Application Status** screen (to access, click Application Status button at bottom of Item List), click **Routing** tab to monitor:
- PI and Advisor certifications
- Department approvals

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- **approved** by the Home Department of each (PI and Advisor), as well as by the Administering Department—if different from PI’s Home Department.