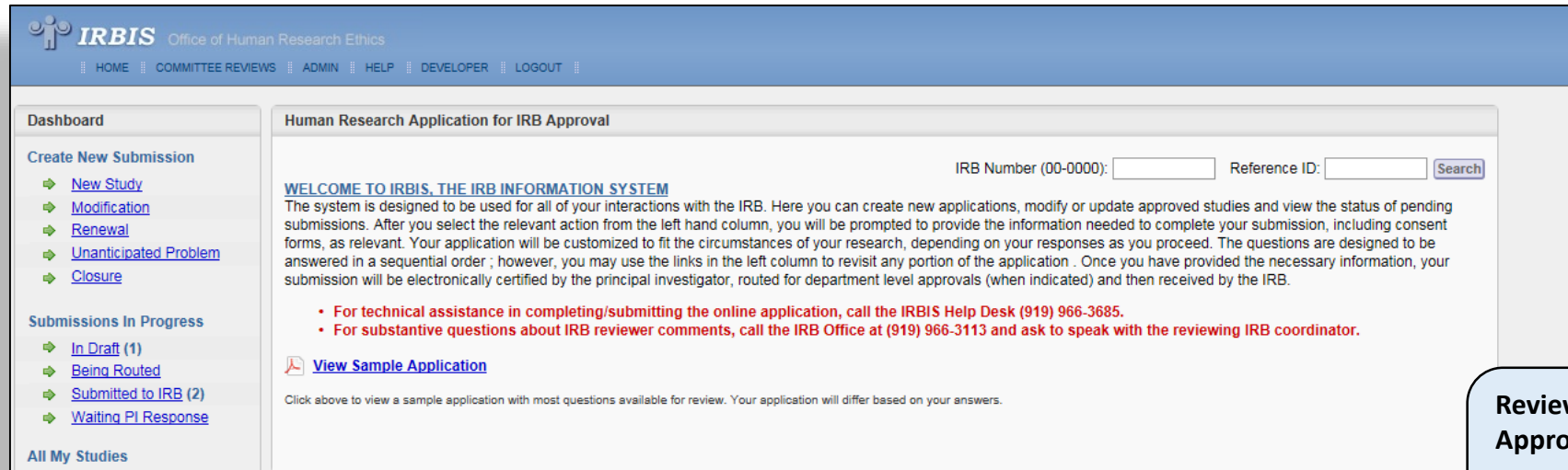


Accessing/Reviewing an Investigator's Application (1)

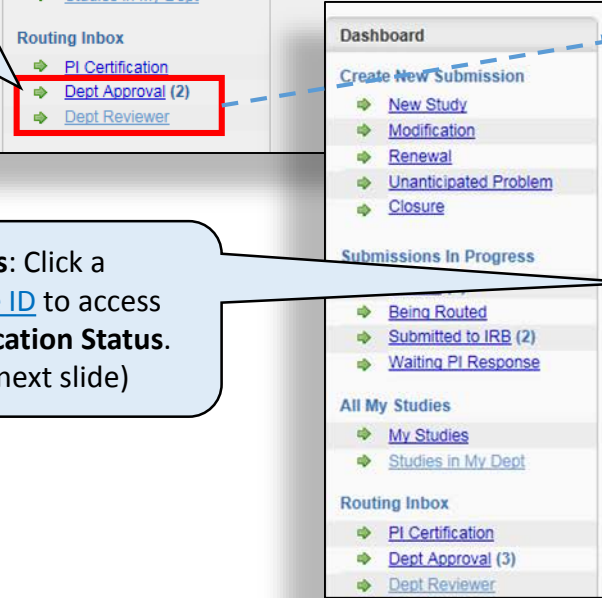
Routing Inbox access is role-based:

Dept Approval: A designated **Department Approver** is authorized to *Approve* or *Not Accept* an Initial application, with comments.

Dept Reviewer: One or more **Department Reviewers** may also review, but cannot approve (reviewer comments must be conveyed to the **Approver** outside IRBIS).

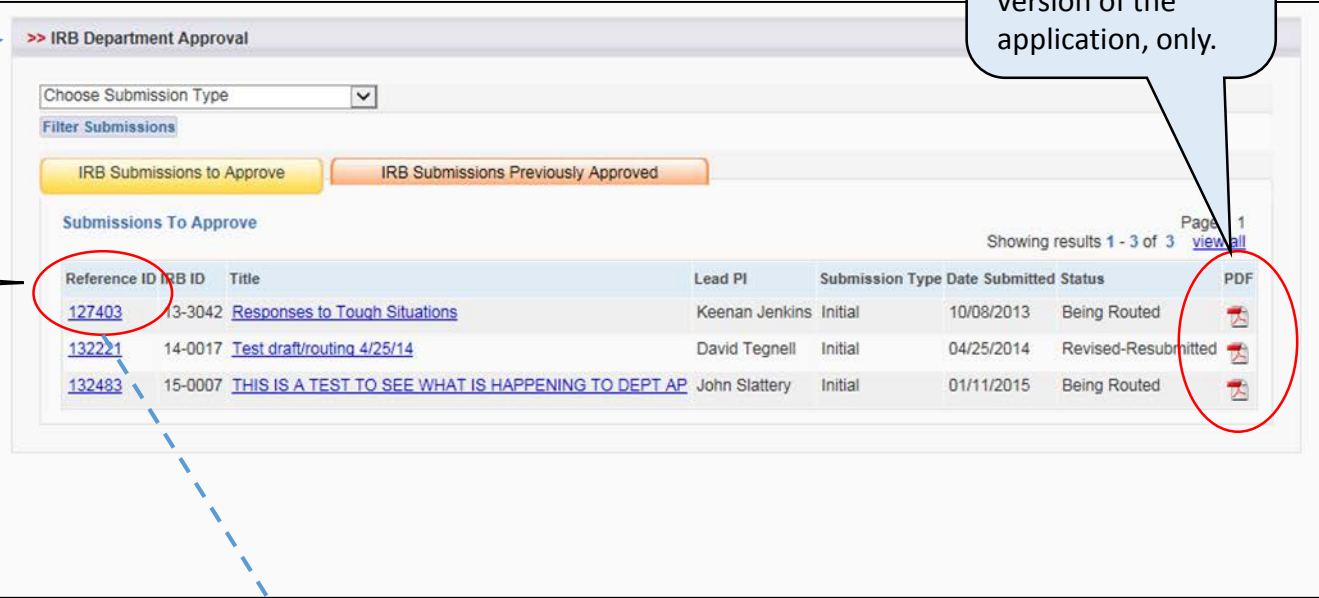


The screenshot shows the IRBIS Home Page. The top navigation bar includes links for HOME, COMMITTEE REVIEWS, ADMIN, HELP, DEVELOPER, and LOGOUT. The main content area is titled "Human Research Application for IRB Approval" and contains a search bar for IRB Number and Reference ID. Below the search bar is a welcome message and a list of instructions for technical assistance and substantive questions. A "View Sample Application" link is also present.



This screenshot shows the "Routing Inbox" section of the IRBIS interface. It lists various submission types and their counts: "PI Certification", "Dept Approval (2)", and "Dept Reviewer". The "Dept Approval (2)" and "Dept Reviewer" items are highlighted with a red box. A blue dashed arrow points from this box to the "IRB Department Approval" section in the next screenshot.

Approvers: Click a [Reference ID](#) to access the **Application Status**. (see next slide)



This screenshot shows the "IRB Department Approval" page. It features a "Submissions To Approve" table with columns for Reference ID, IRB ID, Title, Lead PI, Submission Type, Date Submitted, and Status. The first three rows of the table are circled in red. A red circle also highlights the "PDF" icon in the rightmost column of the first row. A blue dashed arrow points from the "Dept Approval (2)" link in the previous screenshot to the "Reference ID" column of the table.

Reference ID	IRB ID	Title	Lead PI	Submission Type	Date Submitted	Status	PDF
127403	13-3042	Responses to Tough Situations	Keenan Jenkins	Initial	10/08/2013	Being Routed	
132221	14-0017	Test draft/routing 4/25/14	David Tegnell	Initial	04/25/2014	Revised-Resubmitted	
132483	15-0007	THIS IS A TEST TO SEE WHAT IS HAPPENING TO DEPT AP	John Slattery	Initial	01/11/2015	Being Routed	

Reviewers and Approvers may access a pdf version of the application, only.

Accessing/Reviewing an Investigator's Application (2)

>> Application Status Reference ID: 127403

Current Application: [Quick View \(HTML\)](#) [PDF](#) [X](#)

Submission Status:	Department Approval in Process	Created By:	Keenan Jenkins
Principal Investigator:	Keenan Jenkins	Being Routed By:	Keenan Jenkins On 10/08/2013
Submission Type:	Initial	IRB:	Non-Biomedical
Study Title:	Responses to Tough Situations		

This submission is being routed to you because approval of your Department or Review Committee is required. Please review the submission and any attachments carefully, located under the documents tab. If you have any questions or require changes before approving, reject the submission (use the "Dept Not Accept" button) and insert comments about the issues to be resolved. Once any concerns have been addressed, this submission will be returned to you for your review and approval (use the "Dept Approve" button).

[Review Submission](#) [Dept Approve](#) [Dept Not Accept](#)

Routing | **Routing Comments** | Status History | Submitted Documents | Addenda | Personnel

Investigator(s) who must certify this Submission	
Investigator	Role
Keenan Jenkins	Principal Investigator
Paschal Sheeran	Faculty Advisor
Department(s) that must approve this Submission	
Department	Approving Person(s)
Psychology	Brian Payne , Jennifer Arnold , Jean-Lou Rodriguez , Neil Mulligan , Jennifer Arnold

Routing >> Not Accept Application Reference ID: 127403

Current Application: [Quick View \(HTML\)](#) [PDF](#) [Delete Submission](#)

Application: Responses to Tough Situations
Principal Investigator: Keenan Jenkins

By rejecting this submission, you are indicating that it is not yet acceptable to your department and/or review committee. This will return the submission to the investigator for revisions or clarifications. Itemize your questions or changes in the box below. Once the investigator has responded this submission will be returned to you for your review and approval.

Please enter any routing comments below. These comments will be seen by anyone who has access to the application.

(Comments provided will be included in the rejection notice sent to personnel associated with this Application)

[I Do Not Accept](#) [Cancel](#)

Only the **Department Approver** can:

- *Approve*, or
- *Not Accept*, with comments

Accessing/Reviewing an Investigator's Application (3)

- **Approving Decisions** are logged at **Application Status / Routing** tab.
- An Approval is translated to an electronic signature, appended to the pdf version of the application, where it forms a permanent record.

>> Application Status Reference ID: 132221 Current Application: [View Stipulations](#)

Submission Status:	Revised-Resubmitted	Created By:	Brian Payne
Principal Investigator:	David Tegnell	Being Routed By:	Brian Payne On 04/25/2014
Submission Type:	Initial	IRB:	Non-Biomedical
Study Title:	Test draft/routing 4/25/14		

[Routing](#)
[Routing Comments](#)
[Status History](#)
[Submitted Documents](#)
[Addenda](#)
[Stipulations](#)
[Personnel](#)

Role	Decision
Principal Investigator	Certified on 5/05/2014 02:11:50 PM

Department(s) that must approve this Submission:

Department	Approver	Decision
Ofc of Human Research Ethics	Mary Lynn	Not Yet Reviewed
Psychology	Brian Payne , Jennifer Arnold , Jean-Louis Gariepy , Jean-Louis Gariepy , Christina Rodriguez , Christina Rodriguez , Neil Mulligan , Jennifer Arnold	Approved by Jennifer Arnold on 2/23/2015 12:04:31 PM

Department Approval Signatures:

By signing in the appropriate space, the Department Chairperson(s) is indicating only that he/she has seen and reviewed this submission

Department: Ofc of Human Research Ethics
Signature: _____ **Date:** _____
Name & Title: _____

Department: Psychology
Signature: Electronic Signature Received **Date:** 2/23/2015 12:04:31 PM
Name & Title: Jennifer Arnold, Associate Professor