

# Accessing your Approval Letter

1. From Home screen **Dashboard**, click **My Studies**.
2. From **All My Studies**, click relevant **IRB Number** to access **IRB Study Management** screen.

**Dashboard**

Create New Submission

- New Study
- Modification
- Renewal
- Unanticipated Problem
- Closure

Submissions In Progress

- In Draft (7)
- Being Routed (1)
- Submitted to IRB (40)
- Waiting PI Response (2)

All My Studies

- My Studies
- Studies in My Dept

**All My Studies for David Tegnell**

Click an IRB Number to access the IRB Study Management screen where you will find a list of all submissions, by Reference ID, for the selected study. At IRB Study Management, you can access IRB Correspondence for each submission, obtain Full Board Agenda date, and confirm Approval State. You may also initiate a modification, submit a renewal or closure, or report an unanticipated problem.

Include "Closed" studies

IRB Number	Title	PI	Most Recent Submission	IRB	Study Status	Expiration Date	Administering Dept	Copy
14-0043	Committee E Member Test Submission 9/22/14	Tegnell, David	Modification	Non-Biomedical	Approved		Ofc of Human Research Ethics	Copy
14-0042	Committee E Member Test Submission 9/22/14	Tegnell, David	Modification	Biomedical	Approved		Ofc of Human Research Ethics	Copy
14-0041	Committee E Member Test Submission 9/22/14	Tegnell, David	Modification	Biomedical	Approved		Ofc of Human Research Ethics	Copy
14-0039	Committee A Member Test Submission (9/19/14)	Tegnell, David	Modification	Biomedical	Approved	9/21/2015	Ofc of Human Research Ethics	Copy
14-0017	Test draft/routing 4/25/14	Tegnell, David	Initial	Non-Biomedical	Submitted		Psychology	Copy
14-0010	NHSR TEST - CC S NEEDED	Slattery, John	Modification	Non-Biomedical	Expired	3/17/2015	Psychology	Copy

**Dashboard**

Create New Submission

- New Study
- Modification
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- Closure

Submissions In Progress

- In Draft (7)
- Being Routed (1)
- Submitted to IRB (10)
- Waiting PI Response (2)

All My Studies

- My Studies
- Studies in My Dept

Routing Inbox

- PI Certification
- Dept Approval

**IRB Study Management**

IRB Number: 14-0039 Study Status: Approved

PI: Tegnell, David IRB: Biomedical

Sponsor:

Study Title: Committee A Member Test Submission (9/19/14)

Submit a Modification Submit a Renewal Report an Unanticipated Problem Submit a Closure

Click Reference ID to view details of this submission, including all approvals, and confirm study staff completion.

Current Study Documents included with the IRB Approval dated 01/08/2015

**Submission Emails**

Letters	Document List	PI Responses
Review Result	Date Sent	
Approved	09/22/2014 11:24:56 AM	

All Submissions

Reference ID
4875
132373
132368

View 1 - 3 of 3

Letters

Letters
n/a

1 of 1

3. From **IRB Study Management**, find the relevant submission **Reference ID**, and click its corresponding letter icon to open **Submission Emails** pop-up.
4. Click **View Letter** and **Document List** icons to see pdf version of letter and associated documents.

## Accessing your Expiration Reminders and Notices

**IRB Study Management**

IRB Number: [12-2561](#) Study Status: **Expired (04/07/2015)**

PI: Gao, Wei IRB: Biomedical

Sponsor:

Study Title: Developmental Changes in Large-Scale Functional Network Interactions during Inhibitory Control and Attention Tasks

[Submit a Modification](#) [Submit a Renewal](#) [Report an Unanticipated Problem](#) [Submit a Closure](#)

Click Reference ID to access the Application staff completion of ethics training and COI

[Current Study Documents](#)

[Expiration Letters](#)

**Study Letters for IRB Number 12-2561**

All Expiration Letters for IRB Number 12-2561

Letter	Letter Date	Letters
Expiration	n/a	
Expiration	4/7/2015	
Reminder	3/8/2015	
Reminder	2/6/2015	
Reminder	3/23/2014	

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**All Submissions for IRB Number 12-2561**

Reference ID	Date Routing Complete
<input type="text"/>	<input type="text"/>
<a href="#">151429</a>	3/16/2015
<a href="#">136221</a>	3/27/2014
<a href="#">129393</a>	10/16/2013
<a href="#">127816</a>	9/18/2013

- At IRB Study Management, click [Expiration Letters](#) link/icon to display list of expiration notices and reminders.
- Click the letters icon to access the relevant notice.