

4. Search any of the tabs, by using the “Filter By” box in. Information can be searched and sorted in the following multiple ways:
 - Select the field you want to search in the drop-down
 - To sort, select a field in the dropdown, then ‘go’ or select a heading
 - Type the text you are looking for
 - If you only know a portion of the title or name, use a “%” as a ‘wildcard’ before or after the word.



IRB Submissions

This page lists all submissions. To create a new study or view only items that require action, click the My Inbox link to the left or at the upper right.

My Inbox	All Submissions	In-Review	Active	Archived	New Information Reports	External IRB
Meetings	Filter by	Name	%summer%	Go	Clear	Advanced
Reports	ID	Name	Date Modified	State	PI First Name	PI Last Name
Library	IRB14-1731	Summertime rainbows	6/13/2014 4:32 PM	Human Research, Not Engaged	Kara	Thrace
Help Center	1 items					

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Screen shot of the Submissions screen with filtered selection

Workspaces and tabs show filtered lists of studies or submissions

Check this list...	For...	How to find this list.
My Inbox	Studies assigned to you for action, such as studies you are: <ul style="list-style-type: none"> Preparing to submit Assigned to review 	Click the My Inbox link at the upper-right.
All Submissions	All studies, modifications, continuing reviews, and reportable new information (RNI) entered into the system that you have permissions to view	Click the Submissions link on the left and select All Submissions tab. Use the Filter by option to filter through the listed studies. <div> Submissions Meetings Reports </div>
In-Review	Studies that the IRB has not reviewed or for which it has not issued communication	Click the Submissions link on the left and select In-Review tab.
Active	Studies approved or given an exemption determination by the IRB and are currently in progress	Click the Submissions link on the left and select Active tab.
Archived	Submissions which are closed or withdrawn	Click the Submissions link on the left and select the Archived tab.
New Information Reports	Reportable New Information possibly related to one or more studies	Click the Submissions link on the left and select Reportable New Information tab.
External IRB	Studies where the Harvard IRB is relying on the review of another IRB.	Click the Submissions link on the left and select External IRB tab.