Finding Submissions & Navigating Your Personal Workspace

- 1. Log in to irb.harvard.edu
- 2. View your Personal Workspace (also called "My Inbox")
 - Create a new study from this page
 - Click the name of existing submissions which require attention (because they have not yet been submitted for review or because changes have been requested) to take next steps

	Create New Study	My Inbox				
	Report New Information	Filter by	ID 🔹		Go Clear A	dvanced
Submissions	Submissions	ID	Name	Date Created	Date Modified	State
Require Attention	Meetings	MOD14- 1 1751-01 1	Modification #1 for Study IRB14-	7/17/2014 8:44	10/16/2014	Pre-
	Reports		1751	AM	9:06 PM	Submission
Appear in	Library	CR14-1751- 02	Continuing Review for Study IRB14-1751	7/17/2014 8:34 AM	10/16/2014 9:06 PM	Pre- Submission
My Inbox	Help Center	MOD14- 1751-02	Modification #2 for Study IRB14- 1751	7/17/2014 10:33 AM	10/16/2014 9:06 PM	Pre- Submission
		CR14-1749-	Continuing Review for Study	7/7/2014 6:56	10/6/2014 9:05	Pre-
		01	IKB14-1/49	AM	PM	Submission
		4 items	IKB14-1749	AM	PM √ page	submission
No Submissions	My Current Actions Create New Study Report New Information Submissions	4 items My Filt	Inbox er by [©] ID •	AM Go	Pri	ced
No Submissions Require Attention	My Current Actions Create New Study Report New Information Submissions Meetings	4 items My Filt	Inbox er by [©] ID •	ам Go	PM	ced
No Submissions Require Attention	My Current Actions Create New Study Report New Information Submissions Meetings Reports Library	4 items	Inbox inbox inter by @ ID •	AM Go	Clear Advan No data to	ced

Click the My Inbox link at the upper right of the screen to return to this page any anytime.

Kara Thrace | My Inbox | Logoff

3. Click the "Submissions" link on the left side of the screen to find any existing submission to which you already have access, or to create a modification or continuing review on an active study

Submission
Meetings
Reports
Library
Help Center

- 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.





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: 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.
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.