



IRB Staff – Initial Approval Date Missing Workaround

This document is intended to assist the IRB staff with ensuring Initial Approval Date is indicated correctly on a main study workspace. The following steps describe how to identify if the initial approval date is missing and how to ensure that it is updated.

1. Check if the initial approval date has been recorded in one of the following two areas:

Main Study Workspace

Approved
Created: 12/5/2014 10:00 AM
Modified: 12/15/2014 11:37 AM
Initial Approval: 12/9/2014
Expiration: 12/8/2015

Approved
Created: 12/5/2014 9:49 AM
Modified: 12/9/2014 2:51 PM
Initial Approval:
Expiration: 12/8/2015

Reports: Studies by Initial Approval Date

IRB	Investigator First Name	Investigator Last Name	Study Number	Title	Initial Approval Date	Sponsor
HSPH	Rebecca	Simms (pi)	IRB14-1861	AJ Regres	12/9/2014	Acader
HSPH	Rebecca	Simms (pi)	IRB14-1860	AJ Regres		Acader

NOTE: Initial approval date will not record in the system (when it otherwise should) if the study first receives a “Modifications required to secure ‘approved’”, “Deferred”, or “Disapproved” determination.

2. Ensure that the study should have an initial approval date by confirming that it meets one of the following criteria:
 - The study is approved by the Full Committee
 - The study is approved on an Expedited basis
 - The study meets Exemption criteria
 - All contingencies have been met
3. On the study that meets appropriate criteria, complete all necessary post review activities, including “send letter”.
4. Send an email to estrhelp@harvard.edu indicating that the initial approval date requires update. Please include the correct initial approval date and the study number. *Help desk staff will then complete an administration activity and run a script to update the visible initial approval date.*
5. If needed, complete step 1 (above) again to verify when the initial approval date is updated.