

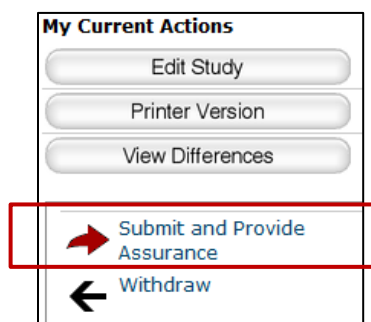


Providing PI or Faculty Sponsor Assurance at Initial Review

After filling out all the initial SmartForm correctly and attaching relevant files, take the following steps to provide assurance:

Important! Any member of the study team may complete steps to submit a study, but only the Principal Investigator or Faculty Sponsor can submit and provide assurance.

1. Log in to irb.harvard.edu
2. View the submissions listed in your Inbox
If the study has already been submitted and does not appear in the Inbox list:
 1. Click the Submissions link on the left
 2. On the Submissions page, click the “In Review” tab
3. Click on the name of the study to view the submission
4. If you are the Principal Investigator OR Faculty Sponsor AND you have not already provided assurance, you will see **Submit and Provide Assurance** available under My Current Actions.



5. Click **Submit and Provide Assurance** in the My Current Actions list on the left. **Note:** Principal Investigator MUST “Submit and Provide Assurance” before IRB review of the initial application may be completed.
6. The system will conduct an ‘error check’ to identify if any required questions were missed.

Important! If any errors or warnings are shown, navigate to the indicated spaces and fill in the required information. When all the required items are complete, don’t forget to select **Submit or Submit and Provide Assurance**, depending on your role.

7. Click **OK** to agree and validate your submission.
8. The system will record the action in the history, and if appropriate; transition to the next state of review.

