

## **Finding Submissions**

- 1. Log in to <u>irb.harvard.edu</u>
- 2. Select A. the "IRB" link in the red bar **OR** B. the "Submissions" link on the left

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This Inbox lists submissions wh		Help Center		

- 3. On the first "All Submissions" tab of the Submissions page, use the "Filter By" box to search for a submission
  - Select the field you want to search in the drop-down
  - Type the text you are looking for, then 'go'
  - If you only know a portion of the title or name, use a "%" as a 'wildcard' before or after the word.

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	IRB14-	Summertime	6/13/2014	Human	Kara	Thrace	HSPH	Nutriti	ion

4. Click the name of the submission to navigate to the workspace.

## **Accessing IRB Determination Letters and Dates**

## To view the determination letter for the submission

From within a submission workspace (see above), view the letter by clicking the link at the upper-right of the screen.

Letter: <u>Correspondence for IRB13-1531.pdf(0.01)</u>

## To view all determination letters for a study

1. Click the name of the study in the breadcrumb bar (to ensure you are viewing the "main study workspace".

IRB			
IRB	> IRB Submissions :	Kittens are Cute: how viewing kitty pictures improves mood	
Note: The	e main studv works	pace is marked "Initial Study" in the center of t Submission type:	Initial Study

2. Click the "Follow on Submissions" tab in the center of the screen.

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3.	View all	Continuing Review,	Modificati	on, and	Reports	of New Informatio	on.	
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	ID	Name	Date Modified	State	IRB Contact	Correspondence Letter		
	MOD14-0002-03	Modification #3 for Study IRB14-0002	1/10/2014 12:04 PM	Approved	Ira Stein (irbd)	Correspondence_for_MOD14-0002-03	3.pdf(0.01)	
	MOD14-0002-02	Modification #2 for Study IRB14-0002	1/10/2014 12:15 PM	Approved	Ira Stein (irbd)	Correspondence_for_MOD14-0002-02	2.pdf(0.01)	
	RNI14-0002	New Information 1/10/2014 12:32 PM	1/10/2014 12:32 PM	Acknowledge	d Ira Stein (irbd)			
	CR14-0002-01	Continuing Review for Study IRB14-0002	2/6/2014 9:58 AM	Approved	Ira Stein (irbd)	Correspondence_for_CR14-0002-01.p	odf(0.01)	
	MOD14-0002-01	Modification #1 for Study IRB14-0002	2/6/2014 9:58 AM	Approved	Ira Stein (irbd)	Correspondence_for_MOD14-0002-01	L.pdf(0.01)	
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