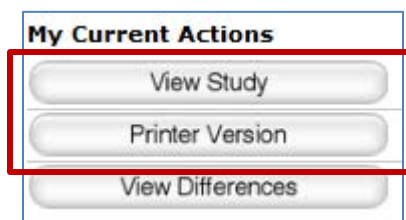




Submitting a Department Review

A Department Reviewer will be notified via email when a submission requires departmental review. Department review must be completed before the IRB review can take place.

1. Log in to irb.harvard.edu
2. Navigate to the study workspace, either:
 - By using the “Study Link” in the notification email, or
 - By logging into ESTR and finding it in your “My Inbox” tab.
3. You can view the study either by clicking on “View Study” or “View Printer Version” buttons on the left side of the study workspace.



4. After reviewing the study, you can either request clarifications from the PI, or issue approval.
 - **To request clarifications or changes**, click the “Request Clarification by Department Reviewer” activity on the lower left and the PI will be sent an email that changes are requested. You will be notified when the PI responds to the request.



- **To issue department approval for the study**, click on the “Issue Department Approval” button on the lower left. This will send the study to the IRB office for pre-review.

