



Faculty Advisor/Sponsor Assurance

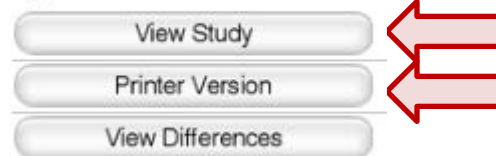
Only a person named as Faculty Sponsor on the Basic Information page of the SmartForm can complete this task. Advisors/Sponsors, will receive an email notification when a submission requires review and attestation, and before the IRB review can take place.

This review and attestation must occur: 1. AFTER the named PI completes the “submit and provide assurance” activity AND 2. BEFORE IRB review can take place.

To complete review:

1. Log in to irb.harvard.edu
2. Navigate to the study workspace, by either:
 - Selecting the “Study Link” in the notification email, or
 - By logging into ESTR and selecting the name of the study in your “My Inbox” tab of your personal workspace.
3. Once you select an option you will be directed to the submission workspace.
4. View the study SmartForm and attachments by clicking one of the following options on the left side of the submission workspace:
 - Click “View Study” or
 - Click “View Printer Version”
5. After reviewing the study, you can either request clarifications or revisions from the advisee, or issue approval.

My Current Actions



- **TO REQUEST CLARIFICATIONS:** Click the “Request Clarification by Advisor” activity on the lower left and the advisee will be sent an email that changes are requested. You will be notified when the advisee responds to the request.



- **TO PROVIDE ASSURANCE** (allow IRB Review to begin): Click on the “Submit and Provide Assurance” button on the lower left. This will send the study to the IRB office for pre-review.

