IRBear Quick Steps: Editing a New Submission in Pre Submission


2. Log into IRBear.
3. Confirm that your role is listed as ‘Study Staff’, on your ‘My Home'/Personal Page. If not, click ‘Study Staff’. The screen will refresh and your ‘Study Staff’ homepage will appear.

4. Click the protocol title link; the title will appear under the ‘Name’ header. The page will refresh and open to the protocol workspace. **NOTE: Any submission that requires action from you will be listed under the ‘Inbox’ tab.**

5. Click the ‘Edit Study’ button in the top left corner. The first page of the protocol Smartform will appear.
6. Review the entire submission. Make sure that all items that have an asterisk (*) have been answered before clicking the ‘Continue’ button. Clicking the ‘Continue’ button automatically saves the work done on the previous page. You can also click ‘Save’ at the top or bottom of the page before moving to the next page.

7. Click ‘Finish’; when you have completed the entire protocol Smartform. The page will refresh and open to the protocol workspace again. To submit the study for review, the PI must click the ‘Submit Study’ activity on the left hand side of the workspace.

8. The study will transition to one of the following states:
   a. ‘Awaiting Ancillary Review’ if ancillary reviews were requested. Once all ancillary approvals are received, the study will transition to the ‘Division Review’ state.
   b. ‘Division Review’- The Division Chief must sign off on the study before it is received by the IRB/OPHS.