Quick Reference Guide #1*: Navigating webIRB (v061610)

My Home
When you log into webIRB you are taken to your **personal home page**. This page has links to all of the items applicable to your role as an investigator or study personnel.

1. **The Top Navigator** is available on most screens and has links to your
   - **Name** - Personal information page.
   - **My Home** - Brings you back to your home page.
   - **Logoff** - Ends your webIRB session.
2. **My Roles** allows you to select between roles – if you have more than one role. The Home Page screen will change to show you the information needed for the selected role.
3. **The User Role** icon displays your currently selected user role.
4. Click the **New Study** button to open an application and create a new study from scratch.
5. **Inbox** displays all of your studies with a task requiring completion.
6. A blue **Study Name** is a link to that study’s workspace (see below).
7. The color of the icons indicates whether it is a **Study (NS)**; Amendment (AM), Continuing Review (CR) or Post-Approval Report (PAR).
8. **My IRB Studies** – Links to all of your protocols in all states
9. **Profile** – Link to edit your personal profile SmartForm and a copy of your training record
The **Study Workspace** has links to the functions that you need to complete and submit a specific study.

10. The **Breadcrumb** provides a trail of the screens that you have visited. Each is a link to the named screen.

11. The **Current State** icon indicates where the study is in the submission and review process.

12. Each of these buttons provides access to a type of study action.
   - **Edit Study** - Make changes to the application.
   - **Printer Version** - Create a consolidated copy of the application for printing.
   - **View Differences** - See the changes that have been made between submitted versions of a study application. (Note: This button is not yet operational.)
   - **View Smartform Progress** - see which sections of the application are complete or incomplete.

13. A list of all of the study actions is recorded in the **History** section.

14. **My Activities (PI view)**
   - **Send Notification to FS for FS Assurances** – Use this activity only if you have a **Faculty Sponsor (FS)** for the study. It will notify the FS to review the study and complete the assurances.
   - **Submit Study** - Click to submit the study to the IRB. If you have skipped any application sections, an error screen with a list of the incomplete sections will be displayed. You will need to complete the sections before webIRB will allow you to submit the study.
   - **Send Training Reminder** - Performing this activity will send a notification to all study team members who have not yet completed required training.
   - **Withdraw** – Allows you to withdraw a study from review.
   - **Edit PI Proxy** – Designate/change study team members who can submit study application for you.
   - **Copy Study** - Make a copy of the current study to use as a start for a future study.
   - **Study Team – Log Private Comment** – Allows you to leave a message for the study team under the History tab.
This screen provides listings of studies by current status: In Progress, Approved or Archived. You can also sort by type of submission.

13. To reach this screen:
   - First click on My Home (13)
   - Then click on IRB Protocols (14)

16. Click a link under Other Submission Types to sort by type of submission: Amendment, Continuing Review or Post-Approval Reports.

17. Click the arrow to choose a variable by which to search (filter) the studies. Depending on whether the study is In Progress, Approved or Archived, the following filters are available: ID (IRB #), Name, PI, Date Created, Last State Change, Review Type and Committee.

   Hint: Use the “%” symbol as a wildcard at the beginning of a search term.