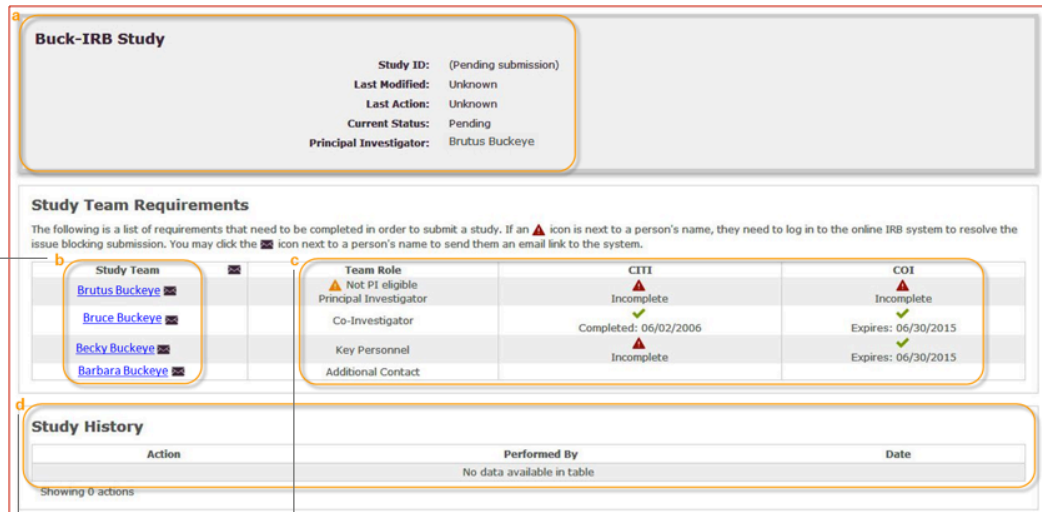


Navigating the Study Workspace in Buck-IRB

Using the Study Workspace:

- In the “Study Workspace” you are presented with basic information about the selected study and the study team.
 - The first box displays general information about the study, including study title, study ID number (if assigned), and current study status.



Buck-IRB Study

Study ID: (Pending submission)
 Last Modified: Unknown
 Last Action: Unknown
 Current Status: Pending
 Principal Investigator: Brutus Buckeye

Study Team Requirements

The following is a list of requirements that need to be completed in order to submit a study. If an ▲ icon is next to a person's name, they need to log in to the online IRB system to resolve the issue blocking submission. You may click the ✉ icon next to a person's name to send them an email link to the system.

Study Team	Team Role	CITI	COI
Brutus Buckeye ✉	▲ Not PI eligible Principal Investigator	▲ Incomplete	▲ Incomplete
Bruce Buckeye ✉	Co-Investigator	Completed: 06/02/2006	Expires: 06/30/2015
Becky Buckeye ✉	Key Personnel	Incomplete	Expires: 06/30/2015
Barbara Buckeye ✉	Additional Contact		

Study History

Action	Performed By	Date
No data available in table		

Showing 0 actions

- Under “Study Team Requirements” you can click the ✉ icon next to a person's name to send him/her an email.

- You can view each person's role on the study and his/her CITI and COI completion status.

- The “Study History” section lists the actions performed on the study.

- Several actions are available in the left-hand “Action Menu.” You can toggle the menu open and closed by clicking anywhere in the menu title bar.



Buck-IRB

Buck-IRB Study 1

Study ID: (Pending submission)
 Last Modified: Unknown
 Last Action: Unknown
 Current Status: Pending
 Principal Investigator: Brutus Buckeye

Study Team Requirements


The following is a list of requirements that need to be completed in order to submit a study. If an ▲ icon is next to a person's name, they need to log in to the online IRB system to resolve the issue blocking submission. You may click the ✉ icon next to a person's name to send them an email link to the system.


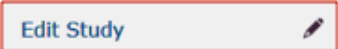
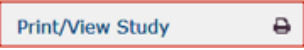
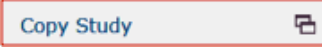
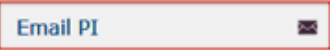
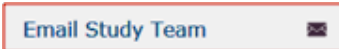
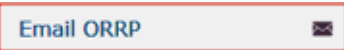
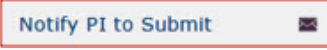
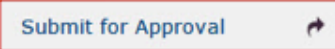
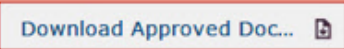
Study Team	Team Role	CITI	COI
Brutus Buckeye ✉	▲ Not PI eligible Principal Investigator	Completed: 06/02/2006	Expires: 06/30/2015
Bruce Buckeye ✉	Key Personnel	▲ Incomplete	Expires: 06/30/2015

ACTION MENU

- Notify Team of Training Requirements
- Edit Study
- Print/View Study
- Copy Study
- Email PI
- Email Study Team
- Email ORRP

- Notify Team of Training Requirements** – click to send an email notification to all study team members who have incomplete CITI and/or COI requirements.

- Go to CITI (not pictured above)** – click [Go to CITI](#)  to go to the “Collaborative Institutional Training Initiative (CITI) Program.” This option will only appear if your training is not current.

- **Go to COI (not pictured above)** – click  to submit an online “Financial Conflict of Interest” form. This option will only appear if your disclosure is not current.
- **Edit Study** – click  to open and edit the study form.
- **Print/View Study** – click  to go to a listing of available print versions of the study.
- **Copy Study** – click  to make a copy of the study.
- **Email PI** – click  to send an email to the listed principal investigator (PI).
- **Email Study Team** – click  to send an email to all listed study team members.
- **Email ORRP** – click  to send an email to ORRP staff.
- **Notify PI to Submit (not pictured above)** – click  to email a notification to the PI that the study is ready for submission.
- **Submit for Approval (not pictured above)** – click  once all sections of the form are complete and all study team requirements are met. This option will only appear when the study is complete. Note: Only the PI is able to submit a study for approval.
- **Download Approved Documents (not pictured above)** – click  to open a zip file containing all currently approved study documents.