

Completing Submission and Certification Routing

The screenshot shows the 'SUBMISSION DETAILS' page for 'Test Research Project' with IRB NUMBER: IRB-2023-16. On the left is a sidebar with a list of sections: Sections, Getting Started, Project Personnel, Basic Information, Study Design, Study Selection, Study Procedures, Participant Protection, Attachments, Routing, and COMPLETE SUBMISSION. The 'Routing' section is circled in pink and includes the text 'Send to PI for certification?'. The 'COMPLETE SUBMISSION' section has a right-pointing arrow. The main content area on the right shows sections for 'Study Instruments' and 'Participant Protection', each with an 'ATTACH' button. A file named 'Mertens-Harker' is listed under the Study Instruments section.

Students and Faculty Advisors (FA) and/or Co-PIs

It is recommended that the student notify their Faculty Advisor when a draft is complete BEFORE they Complete Submission and Certify the submission. Once certified, the FA cannot review and make any edits. ORIO staff can send it back; however, that is an extra step and takes time.

Faculty Advisor reviews first before either Complete and Certify the submission at the end.

The screenshot shows a 'SUBMISSION ROUTING' dialog box with the question 'Are you sure you want to continue?'. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'CONFIRM'. The 'CONFIRM' button, which is green with a checkmark, is circled in pink. In the background, a file named 'Mertens-Harker, Liam.PDF' is visible.

In-Draft

Submission is with researchers

2

Awaiting Authorization

Submission is awaiting certification or approval

3

Pre-Review

Submission is being prepared for review

4

Under-Review

Submission is with reviewers

Awaiting Certification

Initial

IRB-2023-16 - Test Research Project in Cayuse

View

PDF

Delete

PI:

Tina Aubut

Current Analyst:

N/A

Decision:

N/A

Policy:

Post-2018 Rule

Required Tasks:

N/A

Review Type:

N/A

Review Board:

N/A

Meeting Date:

N/A

PI, CO-PI, and Faculty Sponsor (Advisor) ALL must certify each submission.

Approvals

Task History

Attachments

Research Team

Name	Role	Result	Date
Tina Aubut	Principal Investigator	Pending Certification	

My Tasks

IRB-2023-16

Certify Submission

IRB-FY2024-9

Complete Submission

My Tasks your **Dashboard** will show required certifications. Click on the highlighted protocol number.

Awaiting Certification

Initial

IRB-2023-16 - Test Research Project in Cayuse

View

PDF

Delete

PI:

Tina Aubut

Current Analyst:

N/A

Decision:

N/A

Policy:

Post-2018 Rule

Required Tasks:

N/A

Review Type:

N/A

Review Board:

N/A

Meeting Date:

N/A

Approvals

Task History

Attachments

Research Team

Name	Role
Tina Aubut	Principal Investigator

Routing:

Return

Certify

A pop-up will appear to confirm certification before it is routed to the next CO-PI or Faculty to certify.

When all certification routing is done, it goes into the queue of an ORIO analyst for next steps.

Certify

I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.

Cancel

Confirm