

WELCOME

TO THE NEW IRB ELECTRONIC SYSTEM

Tick@lab

Orientation – Read this First

What is Tick@Lab?

A web-based protocol submission system for IACUC and IRB protocols

The system offers:

- Available in one place 24/7 from anywhere
- Smart forms available to complete your desired request for approval
- Mobile friendly for tablets and phones
- Greater transparency including the ability to track where your application is in the review process
- CITI integration which eliminates the need to submit your training reports to the IRB
- Check in/out system which replaces the need to unlock/lock application packages

IMPORTANT NOTE:
**Remember to Allow Pop-Ups in your
web browser.**

**If you do not allow pop-ups, the system will
not work properly.**

Website URL:

<https://lar.utrgv.edu/tickatlab/default.aspx>

A Log In Pop Up Window will appear --

Use your UTRGV Credentials to log in.

If you are unable to log in please contact the Office of Research Compliance at (956) 665-2093/ (956) 665-2889/ (956) 665-3598 / (956) 882-7743. Due to PeopleSoft integration issues, we may need to add you as a user manually first.

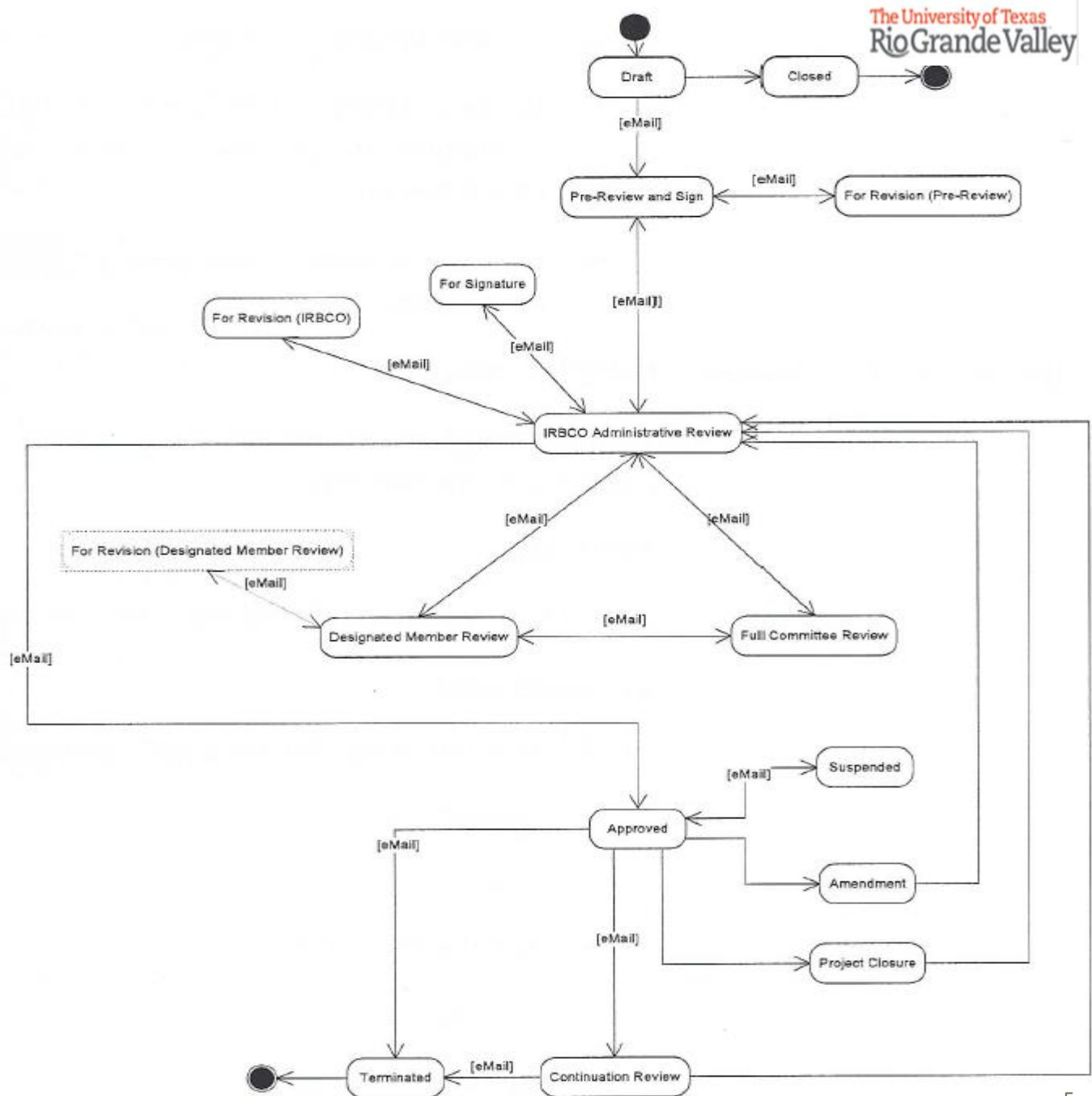
Tick@Lab Work Flow

New Protocol

- PI or research team will create a draft protocol.
- PI should assign personnel to the protocol with their applicable roles (Personnel Tab). Note, the PI must be assigned as a Reviewer and Signer at the bottom. As well as the Faculty Advisor if applicable.
- PI Assurance must be completed before moving to Pre-Review and Sign.
- PI should do a status change by selecting **Pre-Review and Sign**.
- PI, and Faculty Advisors (*if applicable*) must sign the protocol.
- Once signed by all Reviewers and Signers, the protocol is automatically forwarded to the IRBCO (Coordinators).

Exempt protocols are reviewed and approved by IRBCO.

Expedited and Full Review protocols are administratively screened before being assigned to a member.



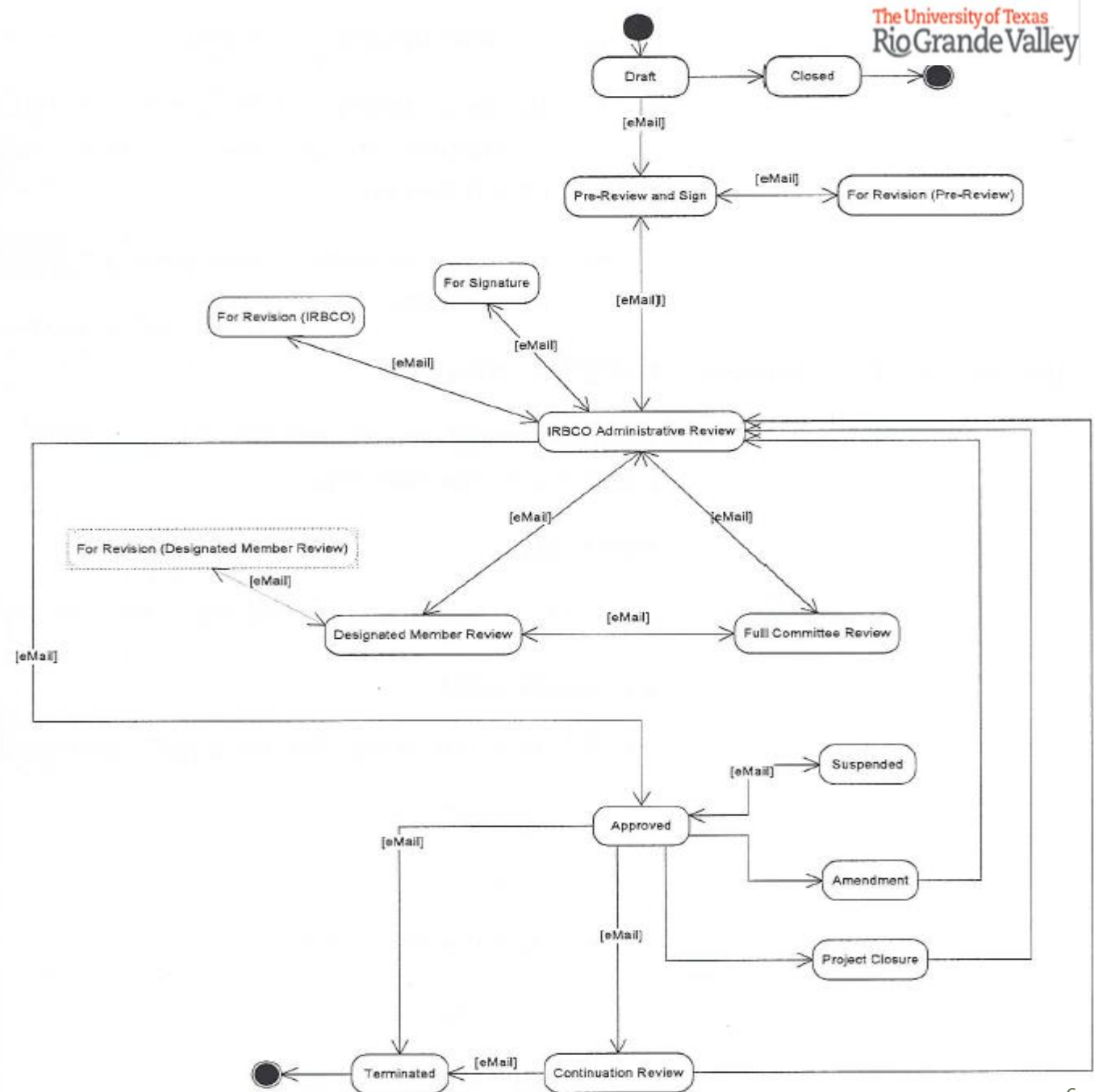
Tick@Lab Work Flow

- If no pertinent documents or information is missing the protocol is assigned to DMR (Designated Member Review) for review.
- If during administrative screening any pertinent documents or information is missing, the IRBCO will send the protocol back to you for revision.

Administrative review and DMR - Review comments will be provided within the protocol, located on the respective tab. The protocol will be pushed back to you For Revision.

Amendments and Continuations

After a protocol has been approved, the PI may draft and submit an Amendment or Continuation.



Document Status Types

- **Draft** – This means your submission is in Draft Mode and is not yet submitted.
- **Pre-Review & Sign** – This means your submission is in the pre-review stage, all reviewers and signers (*as designated by you on the Personnel tab*) must review before signing.
- **Signatures** – This means your submission is in the signing stage, all reviewers and signers (*as designated by you on the Personnel tab*) must sign the protocol.
- **IRBCO Administrative Review** – This means your submission is being reviewed by IRB Coordinators
- **For Revision** – This means your submission is being sent back to you for revisions (*may be based on feedback from Coordinators, a Designated Member, or the Full Committee*)
- **Designated Member Review** – This means that your submission has been assigned to a designated IRB Member for review, and is currently under review by them.
- **Full Committee Review** – This means that your submission has been pushed for Full Review by either the Coordinators or a Designated IRB Member. Note, in this stage the project will be added to a meeting agenda and will be visited by the board at a convened meeting.
- **Approved** – This means your submission has been approved. An approval memo will be published at the file level.

This is an example of a homepage in Tick@Lab for a PI.

Other roles may have slightly different modules visible and available for use.

1. Home– takes you to the main page.
2. Protocols– gives you the option to start on AUP, IRB, IBC.takes you back to the homepage.
3. Animal orders- select from request and orders, deliverables and identification.
4. Animal Management- experimental stock. Profile – provides user profile information (e.g., name, title, email address, phone number, dept.)
5. Billing- select from Billing Data and Census
6. Tasks- Select from Task and Cases.
7. Reports- Create a report on Animal Husbandry, Animal Utilization and Statistics, and Custom Reports.
8. Master Data- Select from users and species.
9. Switch to Mobile – Tick@Lab requires right-clicking for drop down menus. Mobile view allows you to use a different version of the system without the need to right-click (hover hand). This function is helpful for smartphone or tablet/iPad users, and can also be used for Macs (substitute for CTRL + Click method).
10. Help – provides you with guidance topics for the site.
11. UTRGV Research Compliance- takes you to the official UTRGV Research Compliance and Export Control webpage.
12. Profile- Allows you to update your information.
13. Refresh – refreshes the page (use this instead of the browser refresh).
14. Logout – logs you out of Tick@Lab.

User: IRB, Investigator (GUEST.LAR01)

2

Save

Salutation:

First name*:

Last name*:

User name*:

E-mail:

Job Title:

Default Team:

Cost center:

Department: * The tab in white is the one that is selected.

Lab animal research experience since:

EXTERNAL IDENTITIES

LOCATION

The location assignment defines location and postal address of a user (e.g. for address references shown on documents, order forms, etc.).

You can choose from any location (site, building, ...) shown in the tree.

The address from the chosen location is transferred to the address field and can be edited, if necessary.

Location:

Address:

UTRGV

- Research Location-Brownsville
- Research Location-Edinburg

IACUC Membership:

tick@lab

System Information: a-tune tick@lab 3.0
Build 3269.2 Config Version: 013 Language: English

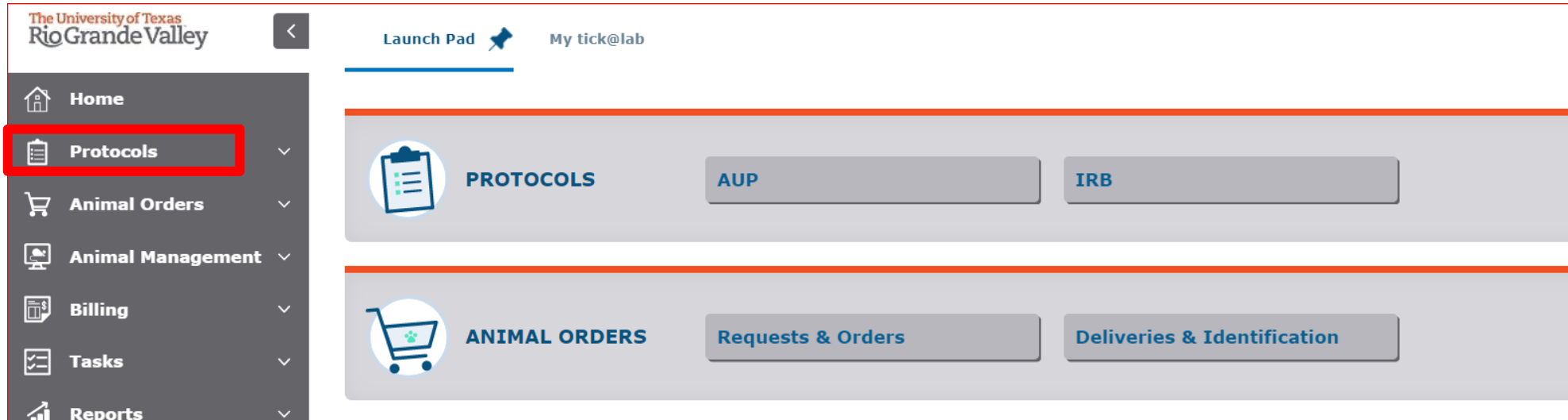
Investigator IRB

Your session will expire in: 89 min 48 sec

Profile Refresh Logout

By selecting the “Profile,” you may view your User information. Selecting the tab for ‘User Data’ will provide you with information such as your name and username for the site. In this area, you may also enter all information such as email address, department, phone numbers, etc.

Please note, permissions (under the Permissions tab) for each user are set up by the IRB Administrators and cannot be edited by the users.



Clicking on 'Protocols' will take you to the area where you may access and submit your protocols.

Please note, Tick@Lab allows you to submit 2 types of protocols:

- **Animal Use Protocols (AUP)**
- **Human Subjects Research Protocols (IRB)**

IRB

FILTER & SEARCH

Apply filter Reset filter

Hide | Show

Select the desired filter criteria below and click "Apply Filter" to customize your view.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets:

File-General File-History Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 9

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IRB-20-0236	Protocol G - Withdraw Draft	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	2.0	---
	IRB-20-0235	Protocol F - Testing Disapproval	17-Aug-2020	Disapproved	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	---	IRB, Investigator	4.0	---
	IRB-20-0234	Protocol E - Not-HSR	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	4.0	---

Selecting the IRB tab will provide you with your IRB related protocols and will allow you to create new protocols for submission to the IRB.

- Home
- Protocols
- Animal Orders
- Animal Management
- Billing
- Tasks
- Reports
- Master Data
- Switch to mobile
- Help
- UTRGV Research Compliance

tick@lab

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IRB

FILTER & SEARCH

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Hide Show

Select the desired filter criteria below and click "Apply Filter" to customize your view.
Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

*** The systems allows you to filter study protocols by Approved protocols and Pending protocols.**

My Filter Sets: [dropdown] [save] [trash]

File-General [dropdown] Document [dropdown]

Approved Protocols (For all users)

Pending Protocols (For all users)

Waiting for my Signature (For all users)

+ New [dropdown]

Documents are organized by [dropdown] document(s) stored in the file.

No. of entries: 9

IRB#	Document title	Last file status change	Expiration date	Current document status/progress	Last document change	Last document checkout	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
IRB-20-0236	Protocol G - Withdraw Draft	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	---	IRB, Investigator	2.0	---
IRB-20-0235	Protocol F - Testing	17-Aug-	Disappro	17-Aug-	---	---	17-Aug-	---	IRB, Investigator	4.0	---

- Pending protocols will provide a list of protocols that are not approved yet and/or are in draft mode.
- Approved Protocols' will provide a list of protocols that are approved (active).

The University of Texas
Rio Grande Valley

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IRB

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My Filter Sets Pending Protocols (For all users)

File-General File-History Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 2

IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendm ent	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	02-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

No. of entries: 2

*** To view pending protocols, make sure the 'My Filter Sets' area is set to "Pending protocols"**

*** Then, click here to expand files**



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FILTER & SEARCH

Apply filter Reset filter

Hide | Show

Select the desired filter criteria below and click "Apply Filter" to customize your view.

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Operation between multiple selections within the same criterion: OR

My Filter Sets: Pending Protocols (For all users)

File-General File-History Document

If you have any protocols started, they will appear in this list

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS

+ New Export to Excel

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	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendm ent	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
	IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	02-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

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File-General File-History Document

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IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendm ent	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	02-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

No. of entries: 2

This is a File; The file is a protocol which contains a group of documents.

Shows a list of files that you are a part of and that are pending approval.

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IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendm ent	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	02-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

No. of entries: 2

Clicking anywhere within the file row (red boxed area) will expand the area below that to list documents within the protocol.

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in

This a Document; Documents are different versions of the protocol. E.g. Initiated protocol, amendments, continuation reviews, project closures.

No. of entries: 2

IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendm ent	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	20.0	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	IRB, Investigator	---
---	17.0	21-Aug-2020	21-Aug-2020	Approved	17-Aug-2020	IRB, Investigator	---

IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---
-------------	--------------------------------------	-------------	-----------	-------------	-----

No. of entries: 2

Each document filed becomes a new version

You may check the status anytime

Note: Any changes made to a protocol will create a new version, this includes revisions made by the research team, coordinators and reviewers.

Also, when a document is checked-out a new version is created.

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tick@lab

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IRB

FILTER & SEARCH

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My Filter Sets: Pending Protocols (For all users)

File-General File-History Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries:		File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
IRB#		17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
IRB-20-02		09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	02-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

Document	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
IRBCO Administrative Review						

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-out document**
- IRBCO Administrative Review
- Closed
- Withdrawn

- To edit a document, it must be "Checked Out" to you.
- To check out a document, right click on the title and select "Check-Out Document" from the drop down list.

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- Switch to mobile
- Help
- UTRGV Research Compliance



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Build 3269.2 Config Version: 013 Language: English

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IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendm ent	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	09-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Last
For Revision (IRBCO)	10.0	21-Aug-2020	09-Sep-2020	IRB, Investigator



When a document is checked out to you, you will see a document icon with a green check mark.

- Home
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IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	03-Sep-2020	08-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	09-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
	10.0	---	---	(IRBCO)	---	---

If a document is checked out to someone else, you will not be able to edit it.

When a document is checked out to someone else, you will see a document icon with a prohibit sign (circle with a slash).

- Home
- Protocols
- Animal Orders
- Animal Management
- Billing
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- Reports
- Master Data

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- Help
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Build 3269.2 Config Version: 013 Language: English

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File-General File-History

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IRB-20-0226	Testing attachment adding and rem...	09-Jun-2020	Initiated	09-Jun-2020	---	---	21-Aug-2020	09-Sep-2020	For Revision (IRBCO)	21-Aug-2020	---	IRB, Investigator	10.0	---

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	10.0	21-Aug-2020	09-Sep-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator	IRB, Investigator

The user that has the document checked-out will be listed in the list of documents.

Please contact this individual directly to ask them to check back in the document if you need to check it out to edit it – Between research team members.

- Home
- Protocols
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File-General File-History Document

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+ New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of	File created	File status
IRB	Testing i...	17-Aug-2020 Amendment
IRB	achment rem...	09-Jun-2020 Initiated
D	IRBCO Administrative Review	
	Closed	
	Withdrawn	

Version	Last document change	Last document checkout	status	status change	Principal investigator	Checked-out by
10.0	21-Aug-2020	09-Sep-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator	IRB, Investigator

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-in document
- IRBCO Administrative Review
- Closed
- Withdrawn

Documents must be checked back in, in order for other users to be able to check them out and then edit them.

- **To check in a document, right click on the title and select "Check-In Document" from the drop-down list.**

- Home
- Protocols
- Compliance Support
- Tasks
- Reports
- Switch to mobile
- Help
- UTRGV Research Compliance
- tick@lab
- System Information: a-tune tick@lab 3.0
Build 3269.2 Config Version: 013 Language: English
- 87 min 33 sec
- Profile Refresh Logout

IRB

FILTER & SEARCH

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My Filter Sets: Pending Protocols (For all users)

File-General File-History Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

1 2 3 4 5 6 7 8 9 10 ... > >>

Click here to start a new application.

	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
Materials	22-Jul-2020	Initiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	---	IRB, Investigator	1.0	---
IRB-20-0227	22-Jul-2020	Amendment	22-Jul-2020	21-Jul-2021	---	22-Jul-2020	22-Jul-2020	IRBCO Administrative Review	22-Jul-2020	22-Jul-2020	IRB, Investigator	10.0	---
IRB-20-0226	09-Jun-2020	Initiated	09-Jun-2020	---	---	10-Jun-2020	10-Jun-2020	IRBCO Administrative Review	10-Jun-2020	---	IRB, Investigator	9.0	---

- This is how the application for a new project will look like.
- The questions on the application are organized by topics on the left side of the form.

The screenshot shows the IRB application interface for 'IRB: IRB-20-0228 "Training Materials", (v.1.0), Initiated/Draft'. The interface includes a top navigation bar with 'Back to overview', 'Review', 'Attachments', 'Action', and 'Workflow' buttons. A left sidebar contains a menu with categories like Home, Protocols, Compliance Support, Tasks, Reports, and a list of tabs for 'General Information', 'VA Study Approvals', 'Personnel', 'Training', 'Protocol/Forms Links', 'Drugs and/or Devices', 'Retrospective Data Collection', 'Prospective Collection of Biological Specimens', 'Project Information', 'Human Subjects Information', 'Risks and Benefits', 'Informed Consent', 'HIPAA', 'Protection Of Data', 'Recruitment', 'PI Assurance Statement', and 'Workflow History'. The main content area displays the 'GENERAL INFORMATION' section with a question: '1. Please provide a brief (1-5 sentences) overview of your study, including (1) the purpose, (2) your subject population(s), and (3) the methods used. (*)'. Below this question are radio buttons for 'Yes' and 'No'. A red box highlights the 'General Information' tab in the sidebar and the question text, with an arrow pointing to the question. A text box with the instruction 'Click through the tabs and answer the questions on each tab.' is overlaid on the question area.

IMPORTANT: Always remember to save, save as often as possible to ensure you don't lose your work if the system times-out.

The screenshot shows the IRB system interface for 'IRB: IRB-20-0228 "Training Materials", (v.1.0), Initiated/Draft'. The 'Action' tab is highlighted in yellow, and its dropdown menu is open, with three options highlighted in red: 'Save & Check-in', 'Save', and 'Save New Version'. The interface includes a sidebar with navigation options like Home, Protocols, Tasks, Reports, and a main content area with various sections like General Information, Personnel, Training, etc.

Using the Action Tab at the bottom or top of the page, you have 3 options to save:

1. **Save and Check-In:** saves the file and checks the document in so that another person could check it out and edit it.
2. **Save:** saves the document and allows you to keep working on it.
3. **Save New Version:** saves a separate and new version of the file (duplicate).

Side Notes

Personnel Tab and Signatures

- All Reviewers and Signers which you have designated on the Personnel tab must sign.
- If the PI is the only member on the team and is not a student, the PI must pre-review and sign the document then the protocol should automatically be pushed to the IRB Coordinators (IRBCO). Note: Co-PI's and Other Personnel do not need to sign protocols, therefore they should not be assigned as a Reviewer and Signer unless you need them to be able to edit the documents.
- If the PI is a student, the PI must assign his/her advisor under the Personnel tab to the protocol, as the Faculty Advisor and as a Reviewer and Signer. Both the PI and Faculty Advisor must sign.
- Once all designated Reviewers and Signers have signed the protocol, the protocol is automatically pushed to the IRBCO for administrative review.
- After an initiated protocol is approved, the project will be located under "Approved protocols."

Side Notes, Continued

- In order to create an amendment or continuation you must select the filter for Approved protocols then right click on the last document within the file.
- Once an amendment or continuation is created, the project will be listed under both approved protocols and Pending protocols.

File Status

- The file status shown on a file row will list the most recent submission type (e.g. initiated project, amendment, continuation, project closure, etc.)