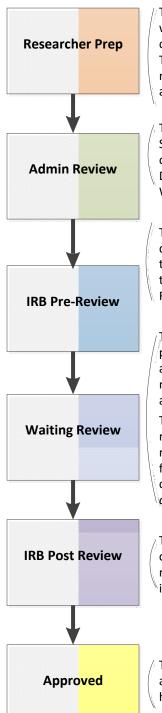
Homewood

eHIRB "Simplified" Workflow



This state indicates that the Principal Investigator (PI) or Study Team is working to complete the SmartForm. Once all required fields are completed, the PI will submit the SmartForm to the Admin Review state. The PI can save and return to the SmartForm several times before the record is submitted to Admin Review. Generally the IRB is unaware of the application at this time.

This state indicates that an IRB Administrator has begun initial review of the SmartForm. IRB staff can return the SmartForm to the PI/Study Team to obtain more information before IRB Pre-review (Quality Check, QC) by the Director, or designee, can begin. If this is done, the project moves to the Waiting Study Team Response state.

This state indicates that the IRB Director, or designee, has begun a more detailed QC review of the SmartForm. IRB staff can return the SmartForm to the PI to obtain more information before the primary reviewer can complete their review. If this is done, the project moves to the Waiting Study Team Response state. If not, the project is sent to the Waiting Review state.

This state indicates that the SmartForm has been assigned to a primary (and possibly secondary) reviewer. While assigning the reviewer(s), the study may also be assigned to a convened IRB meeting agenda, but this is not always required. Upon the transition to this state, ancillary reviews are triggered as applicable.

The assigned reviewers must complete an online review form and can 1) return the SmartForm to the PI to obtain more information before the final review or meeting takes place or, or 2) complete the review form with the final recommendation as an independent review or with the convened Board's consensus. Note: Using the Request Further Information function in this state can transition the application to Waiting Study Team Response (see below).

This state indicates that review of the SmartForm is complete and the official outcome is being prepared by IRB staff. Dependent upon the review form outcome, the application may be returned for further information or approved/acknowledged.

This state indicates that the SmartForm has been approved/acknowledged by the IRB and an expiration date, if applicable, has been established.

Waiting Study Team Response This state indicates that the SmartForm has been returned to the study team for revision or additional information that was requested by IRB Staff, IRB Reviewer, or the fully convened IRB.

Approved Pending Revisions

This state indicates that the IRB contingently approved the research project or study action but requires some additional information or changes to the SmartForm before final approval can be given.

Disapproved

This state indicates that the IRB disapproved the research project.

Lapsed

This state indicates the research project has not submitted the required Continuing Review in time prior to expiration date so has entered a lapsed state as a grace period before full study expiration. Courtesy reminders have been sent via eHIRB prior to the study lapsing.

Progress Report Past Due

This state indicates the research project has not submitted the required Progress Report in time prior to expiration date but has entered a grace period state before full study expiration. Courtesy reminders have been sent via eHIRB prior to the study entering the past due state.

Expired

This state indicates the research project has expired and the required Continuing Review or Progress Report was not submitted in time. Courtesy reminders have been sent via eHIRB prior to expiration.

Withdrawn

This state indicates the research project was withdrawn before IRB review could be completed.

Closed

This state indicates that a study closure request was acknowledged, and the research project was successfully closed.