



# Office of Human Research

## IRB Personnel Entering Dates in the Portal

Office of Human Research  
9/10/2014  
Ver. 1.2

## IRB Personnel: Entering Dates

In order to keep track of how long it takes for a submission to be approved by the IRB, certain dates need to be captured in the Portal. Some of these dates are already being recorded. There are 3 additional dates that need to be entered manually by the appropriate IRB secretary:

1. Comments to Study Team - The date the IRB secretary emails IRB review comments to the study team. For submissions that are not approved, this is the only date that the IRB secretary must enter.
2. Complete Response from Study Team - The date the IRB secretary receives the complete response to the IRB review comments from the study team. If the response comes in pieces, then the IRB secretary should enter the date of the final response into the Portal.
3. Approval Letter Sent - The date the IRB secretary emails the approval letter to the study team.

In addition, there is a field for the IRB secretary to enter comments if clarification is needed (e.g., There is a long period of time between providing the comments to the study team and receiving the complete response).

For any submission made through the Portal, the IRB secretary responsible for that type of submission is responsible for entering these dates. This applies to all full, expedited and exempt reviews of new studies, continuing reviews and amendments.

### To enter the dates:

1. Log into the Portal.
2. In the Administration section, select 'Post-Review Timeline Entry'.



## Division of Human Subjects Protection

Welcome to *THE PORTAL!* (Electronic IRB Application Portal)

### Administration

- [User Accounts](#)
- [Set/Display JeffTrial Bypass Code](#)
- [IRB Rosters](#)
- [IRB Schedules](#)
- [Manage Application Submissions](#)
- [Post-Review Timeline Entry](#)
- [Generate Reports](#)



3. Search for the study using one of the four options provided.

Currently Displaying Records 1 To 10 of 1935 IRB Reviewed Studies

Search By Title:

Search By Application ID#:

Search By IRB Control Number:

Search By PI Name:

4. Select the study.

App ID	IRB Control #	Study Title	PI	Submitter	Submitted On
<a href="#">628</a>		test title	Smalley, Karl J.	Karl Smalley	2013-08-15 12:40:35

5. Scroll down to the section called 'Post IRB - Timeline Dates'
6. If the submission was not approved, enter the appropriate date in 'Comments to Study Team', comments if needed, and then click 'Save Changes'.

**Post IRB - Timeline Dates**

Comments To Study Team:

Post-Review Comments:

7. If the submission is approved and there are IRB comments for the study team, enter the appropriate dates as each step in the process is addressed. If needed, enter a comment. After the entries are made, click 'Save Changes'.

The screenshot shows a form titled "Post IRB - Timeline Dates" with a green header. The form contains the following fields and buttons:

- "Comments To Study Team:" followed by a date input field.
- "Complete Response From Study Team:" followed by a date input field.
- "Approval Letter Sent:" followed by a date input field.
- "Post-Review Comments:" followed by a large text area with a scroll bar.
- At the bottom, two buttons: "Save Changes" and "Abort Changes".

Red circles are drawn around the three date input fields, the "Post-Review Comments" text area, and the "Save Changes" button.

8. If the study was approved and there are no IRB comments for the study team, only enter the date of 'Approval Letter Sent' and enter the words, "No IRB Comments" in the 'Post-Review Comments' field. The other 2 dates should remain blank. After the entries are made, click 'Save Changes'.

**Post IRB - Timeline Dates**

Comments To Study Team:

Complete Response From Study Team:

Approval Letter Sent:

Post-Review Comments:

9. If an amendment is submitted with a continuing review or final report, enter the dates for each part of the submission. The dates for the continuing review or final report will be entered in the first 3 fields and the dates for the amendment will be entered in the second 3 fields labeled 'Amendment'. If needed, enter a comment. Comments for both the continuing review or final report and the amendment can be entered in the same 'Post-Review Comments' field. After the entries are made, click 'Save Changes'.

**Post IRB - Timeline Dates**

Comments To Study Team:

Complete Response  
From Study Team:

Approval Letter Sent:

Amendment - Comments To  
Study Team:

Amendment - Complete  
Response  
From Study Team:

Amendment - Approval  
Letter Sent:

Post-Review Comments:

This completes the process of entering appropriate dates into the Portal for tracking purposes.