

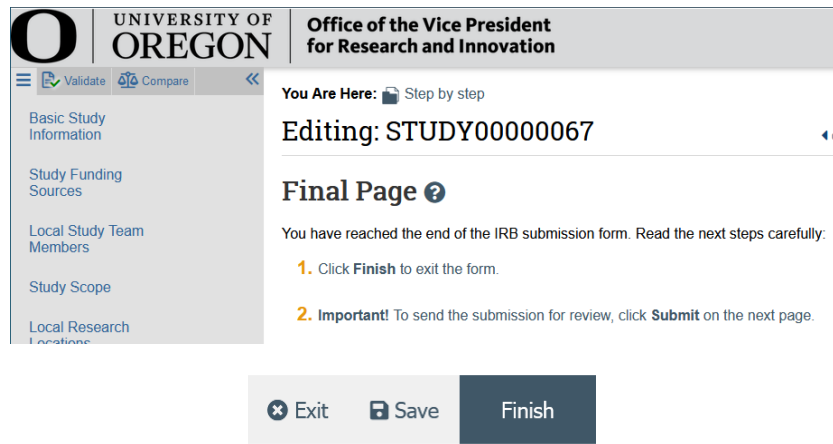


RAP IRB SUBMIT STUDY FOR REVIEW

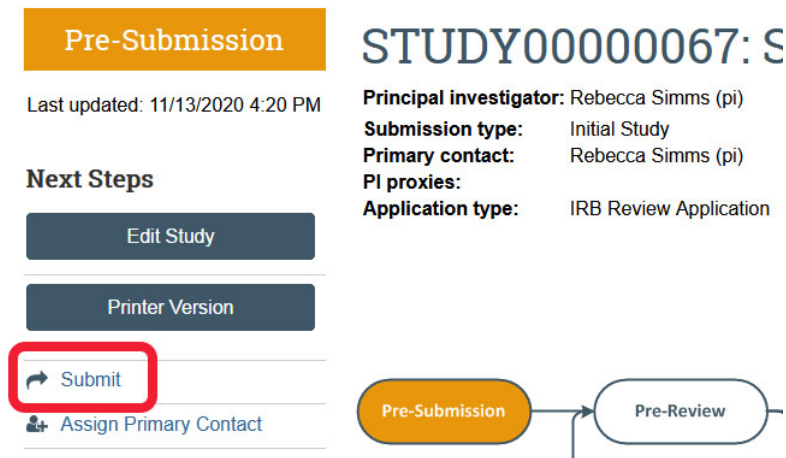
Important: Only the Principal Investigator (PI) or a PI Proxy can submit a study for review. For information on how to assign a PI proxy, see our [guidance](#).

Submit Application

1. Once you are ready to submit your application, select "Finish" at the lower right side of the final page.



2. You will be taken to your study page in the pre-submission state. Select "Submit" from the choices at the left side of the screen.



3. If you have not entered required information on any smart form, you will be prompted to the pages to edit. Once all the required information is entered, you will see the submit screen. Once you have verified the information presented, click "OK" at the lower right corner of the screen.

Submit

By signing below you are verifying that:

- You have obtained the financial interest status ("yes" or "no") of each research staff.
- You have obtained the agreement of each research staff to his/her role in the research.
- You have reviewed and agree to uphold the duties and responsibilities as outlined in the [Investigator Agreement](#).
- You will conduct this Human Research in accordance with requirements in the HRP-103 - Investigator Manual



4. Congratulations! Your protocol has been submitted for review. You can see that your study is now in the pre-review state. At this stage, you are no longer able to edit your study, but you do have some options listed below.

Post submission options.

- Once your submission is in pre-review status, there are several options.
 1. *Assign Primary Contact.* The person who will act as the study's main point of contact for communications with the IRB. When the RCS communicates a decision or requires action by the study staff, the primary contact receives notifications in addition to the principal investigator and PI proxies if assigned. If the primary contact is also engaged in the research, this person must be listed as a team member within the study. There can only be one primary contact listed on each study.
 2. *Assign a PI Proxy.* PI proxy(ies) may act on behalf of the PI of the study. PI proxy(ies) may submit a study for initial review, modify the study, and submit for continuing review. The PI may assign more than one proxy, but all proxies must be listed as a team member within the study.
 3. *Manage Ancillary Review.* The PI may assign an ancillary review. For example, student led research requires an [ancillary review by their faculty advisor](#). Contact RCS if the PI is unsure if ancillary reviews are required. RCS staff may also assign ancillary reviews.
 4. *Manage Guest List.* If you would like individuals not listed on the protocol to view the details of the submission, you may add them to the guest list.
 5. *Add Comment.* You may add additional information and supporting documentation to the submission by choosing "Add Comment". The comment will be visible to anyone with access to the submission.
 6. *Copy Submission.* You may create a copy of the submission. You will remain the PI for the new submission.
 7. *Withdraw.* If you would like to withdraw the submission for any reason, choose "withdraw". The submission will be reverted back to Pre-Submission status and you will be able to make edits. You may submit again when you are ready.
 8. *Discard.* Choosing this action will permanently remove the submission.