Instructions for Finding an IRB Application in the Electronic IRB Form System

To review any faculty/student IRB application, if you will follow the steps below, you should be able to find any application that is sent to you for review:

1. The email that you are supposed to receive after my initial pre-screening of an application could look like one of the two following examples:

Example #1:

-----Original Message-----
From: SamWeb [mailto:nobody@shsu.edu]
Sent: Thursday, February 19, 2015 10:09 AM
To: Zink, Abbey; Hendrickson, Ken
Subject: New Form Submission: IRB Application (Thesis/Dissertation) #21807

Joshua Patenaude (jxp047) has submitted the following form for review:

IRB Application (Thesis/Dissertation) #21807

Use this link to view submissions:
https://samweb.shsu.edu/form01wp/form_details.php?formId=23#panelFormsPendingApproval

OR

Example #2:

From: SamWeb [nobody@shsu.edu]
Sent: Monday, August 03, 2015 12:00 AM
To: Edmonson, Stacey
Subject: Form Submissions Pending Your Review

The following forms have been submitted for your approval:

IRB Exempt Application (Regular Initial) #24885 - Alana Morris

FORM TYPE

Use this link to view submissions:
https://samweb.shsu.edu/form01wp

2. In the **first example**, when you click on the link provided, the screen will typically navigate you to the **Forms Pending Your Approval** tab in the IRB system. However, if it is your first time entering the IRB system for the day, it may send you to either the list of Available Forms or the Your Forms tab in the Thesis/Dissertation Form Type, which is what the student submitted. If the link takes you to the **Forms Pending Your Approval** tab, then the PI's application should be easy to find; especially if you only have one application to review. **However, if it is the latter situation, <u>follow steps 3 & 4.</u>**

3. From the email that you receive, note the **Form Type** that the PI submitted (in the sample email above, it is the **IRB Application (Thesis/Dissertation)** form). This will let you know which IRB Application Form type to click on in the list of Available Forms in order to gain access to the PI's application.

4. The final step is clicking on the **Forms Pending Your Approval** tab – here you will find the PI's application waiting for your approval.

5. In the **second example**, you will need to automatically **follow steps 3 & 4** for finding the PI's application. For this example, noting the **Form Type** will be especially important.

I hope this is helpful. Keep these instructions on hand for future reviews of your faculty/student IRB applications. Please let me know if you have questions about the information above. Thank you.