



IRIS GUIDE

Retract A Submission

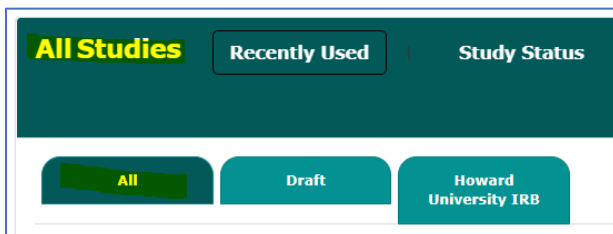
Pull an IRB submission from review before it has been assigned an IRB reviewer.
Use this to update a submission before review or upon the request of the ORRC.

iRIS Guide


Retract A Submission

Users can retract submissions for updates before the submission has been assigned to an IRB reviewer for review. Once the submission has been retracted, anyone with the proper permissions may access, edit, and resubmit the submission. Please note that a resubmission will function as a normal submission and require the approval from all necessary individuals in the routing structure. Also, resubmissions are subject to IRB deadlines in relation to the date of resubmission.




1. Log in to iRIS and access the Study Assistant workspace (this is usually the default workspace).
2. Scroll down to the **All Studies** section. Ensure that the **All** tab is selected.



3. In the **RB Number** column, find the IRB number of the study that is related to the submission that needs to be retracted. Click on the **notebook icon** to the far left of that row.

| Click to open Study Dashboard | Study Status | Review Board | RB Number |
|---|--|-----------------------|---------------|
|  | Pending - Submitted for Initial Review | Howard University IRB | IRB-2022-0303 |

4. On the right-hand side of the screen, find the **Outstanding Submission(s)** section. Click on the **Retract Submission** button. If you do not see the retract submission button, your submission has already been assigned to the IRB for review. Contact the ORRC for assistance.

| Outstanding Submission(s) | | | |
|--|------------|--|--|
| Track Location | Ref Number | Request Type | Process Submission |
|  Routing In Process | 000454 | Click on the hyperlink to edit/view the submission.  Initial Review Submission |  Retract Submission |

5. Confirm the retraction by clicking on the Confirm button.

Confirm Retracting the Submission

Are you sure you want to retract this submission from review?

CONFIRM CANCEL

The submission has been retracted.

Please modify your submission, and the supporting documents, and then resubmit.

OK (6)

6. Now that the submission has been retracted, the Retract Submission button will now be a Send Submission button. Click on the bold letter link to access the submission.

| Outstanding Submission(s) | | | |
|---------------------------|------------|---|--------------------|
| Track Location | Ref Number | Request Type | Process Submission |
| | 000454 | Click on the hyperlink to edit/view the submission. Initial Review Submission | Send Submission |

7. The IRB submission consists of four (4) general sections. Click on the section that corresponds to the section that requires edits. A brief explanation of each section is provided below.

Section view of the Form

Entire view of the Form

1.0 APPLICATION

2.0 INFORMED CONSENT, ASSENT, OR HIPAA FORMS

3.0 ADDITIONAL STUDY DOCUMENTS

4.0 IRB Submission Requirements

1.0 APPLICATION

1.1 Attached Application

| Unattach | Revise/Attach | Edit/View | Title |
|----------|---------------|-----------|-------------------------------|
| | | | IRB Application (Version 1.0) |

- a. **Section 1.0 – Application:** Click on the notebook icon to access a fillable version of the IRB Application.

Section view of the Form

Entire view of the Form

1.0 APPLICATION

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1.0 APPLICATION

1.1 Attached Application

| Unattach | Revise/Attach | Edit/View | Title |
|----------|---------------|-----------|-------------------------------|
| | | | IRB Application (Version 1.0) |

- b. **Section 2.0 – Informed consent, assent, or HIPAA Forms:** A list of documents labeled with the consent, assent, or HIPAA options will be listed. Click on the buttons that correspond to the action that should be taken (Revise or Add a document). Click on the red icon with the X to detach/remove the document from the submission.

Section view of the Form | Entire view of the Form

1.0 APPLICATION

2.0 INFORMED CONSENT, ASSENT, OR HIPAA FORMS

3.0 ADDITIONAL STUDY DOCUMENTS

4.0 IRB Submission Requirements

2.0 INFORMED CONSENT, ASSENT, OR HIPAA FORMS

2.1 Please attach the informed consent(s), assent(s), or HIPAA Forms for this protocol.

Select or Revise Existing | Add a New Consent

| Detach | Version | Sponsor Version | Title | Category | Language | Expiration Date | Consent Outcome | Checked Out | View Document |
|--------|---------|-----------------|--------------|----------|----------|-----------------|-----------------|-------------|---------------|
| | 1.0 | | Consent Form | Consent | English | | | | 9.36 KB |

- c. **Section 3.0 – Additional Study Documents:** A list of non-consent or HIPAA documents will be listed. Click on the buttons that correspond to the action that should be taken (Revise or Add a document). Click on the red icon with the X to detach/remove the document from the submission.

Section view of the Form | Entire view of the Form

1.0 APPLICATION

2.0 INFORMED CONSENT, ASSENT, OR HIPAA FORMS

3.0 ADDITIONAL STUDY DOCUMENTS

4.0 IRB Submission Requirements

3.0 ADDITIONAL STUDY DOCUMENTS

3.1 Please attach the additional study document(s) for this protocol.

Select or Revise Existing | Add a New Document | Add Multiple Documents

| Detach | Version | Sponsor Version | Title | Category | Expiration Date | Document Outcome | Checked Out | View Document |
|--------|---------|-----------------|-----------|-----------------------------|-----------------|------------------|-------------|---------------|
| | 1.0 | | Test CITI | CITI Training Certification | | | | 9.58 KB |

- d. **Section 4.0 – IRB Submission Requirements:** The IRB submission requirements will be available to edit if necessary.

Section view of the Form | Entire view of the Form

1.0 APPLICATION

2.0 INFORMED CONSENT, ASSENT, OR HIPAA FORMS

3.0 ADDITIONAL STUDY DOCUMENTS

4.0 IRB Submission Requirements

4.0 IRB Submission Requirements

4.1 Acknowledgment

☒ Before the protocol is submitted for review, please complete all submission requirements below and review the help links on the right for additional guidance with submitting a complete submission. Any incomplete submissions will be returned for corrections.

4.4 C1 Form: Minimal Risk Studies and Socio-Behavioral Thesis/Dissertation Research

☒ Original C1 form

☒ PI/Advisor Signature (Will route the submission for approval)

☒ Dept. Chair Signature (Will route the submission for approval)

☒ Dean's Signature (Will route the submission for approval)

☒ PI Assurance* (Will route the submission for approval)

☒ Conflict of Interest forms for all investigators*

☒ CV/Bio of the PI

☒ CV/Bio of all Investigators

☒ CITI Certification for PI

☒ CITI Certification for all investigators

☒ Consent Documents

Student Investigators must also submit:

☒ Face-to-Face RCR Certification (Provide justification from Dept. Chair if not a requirement.)

☒ CITI Certification

☒ Thesis/Dissertation Committee Approval Sheet

☒ Copy of the Thesis/Dissertation Proposal

Additional Items as Applicable:

☐ Survey Instruments

8. When done, click on the **Signoff and Submit** button.

Save Section | Save and Continue to Next Section | Signoff and Submit

9. If a user had to leave the screen or the submission before it was resubmitted, follow steps 2 and 3 to access the **Outstanding Submission(s)** section. Click on the **Send Submission** button to submit the submission.

|  Outstanding Submission(s) | | | |
|---|------------|---|---|
| Track Location | Ref Number | Request Type | Process Submission |
| | 000454 | Click on the hyperlink to edit/view the submission.  Initial Review Submission |  |