

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 Once the submission has been retracted, anyone with the proper permissions may access, edit, and resubmit the submission.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
	000454	Click on the hyperlink to edit/view the submission. Initial Review Submission	

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

<p>Confirm Retracting the Submission</p> <p>Are you sure you want to retract this submission from review?</p> <p style="text-align: center;"><input type="button" value="CONFIRM"/> <input type="button" value="CANCEL"/></p>	<p>The submission has been retracted.</p> <p>Please modify your submission, and the supporting documents, and then resubmit.</p> <p style="text-align: right;"><input type="button" value="OK (6)"/></p>
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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 Now that the submission has been retracted, the Retract Submission button will now be a Send Submission button.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	<input type="button" value="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.

<p><input type="button" value="Section view of the Form"/> <input type="button" value="Entire view of the Form"/></p> <p>1.0 <input type="checkbox"/> APPLICATION 2.0 <input type="checkbox"/> INFORMED CONSENT, ASSENT, OR HIPAA FORMS 3.0 <input type="checkbox"/> ADDITIONAL STUDY DOCUMENTS 4.0 <input type="checkbox"/> IRB Submission Requirements</p>	<p>1.0 APPLICATION</p> <p>1.1 Attached Application</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="button" value="Unattach"/></td> <td style="width: 25%;"><input type="button" value="Revise/ Attach"/></td> <td style="width: 25%;"><input type="button" value="Edit/ View"/></td> <td style="width: 25%;"><input type="button" value="Title"/></td> </tr> <tr> <td style="text-align: center;"></td> <td></td> <td style="text-align: center;"></td> <td>IRB Application (Version 1.0)</td> </tr> </table>	<input type="button" value="Unattach"/>	<input type="button" value="Revise/ Attach"/>	<input type="button" value="Edit/ View"/>	<input type="button" value="Title"/>				IRB Application (Version 1.0)
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			IRB Application (Version 1.0)						

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

<p><input type="button" value="Section view of the Form"/> <input type="button" value="Entire view of the Form"/></p> <p>1.0 <input type="checkbox"/> APPLICATION 2.0 <input type="checkbox"/> INFORMED CONSENT, ASSENT, OR HIPAA FORMS 3.0 <input type="checkbox"/> ADDITIONAL STUDY DOCUMENTS 4.0 <input type="checkbox"/> IRB Submission Requirements</p>	<p>1.0 APPLICATION</p> <p>1.1 Attached Application</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><input type="button" value="Unattach"/></td> <td style="width: 25%;"><input type="button" value="Revise/ Attach"/></td> <td style="width: 25%;"><input type="button" value="Edit/ View"/></td> <td style="width: 25%;"><input type="button" value="Title"/></td> </tr> <tr> <td style="text-align: center;"></td> <td></td> <td style="text-align: center;"></td> <td>IRB Application (Version 1.0)</td> </tr> </table>	<input type="button" value="Unattach"/>	<input type="button" value="Revise/ Attach"/>	<input type="button" value="Edit/ View"/>	<input type="button" value="Title"/>				IRB Application (Version 1.0)
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			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 <table border="1"> <thead> <tr> <th>Detach</th> <th>Version</th> <th>Sponsor Version</th> <th>Title</th> <th>Category</th> <th>Language</th> <th>Expiration Date</th> <th>Consent Outcome</th> <th>Checked Out</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td></td> <td>1.0</td> <td></td> <td>Consent Form</td> <td>Consent</td> <td>English</td> <td></td> <td></td> <td></td> <td> 9.36 KB</td> </tr> </tbody> </table>	Detach	Version	Sponsor Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document		1.0		Consent Form	Consent	English				9.36 KB
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 <table border="1"> <thead> <tr> <th>Detach</th> <th>Version</th> <th>Sponsor Version</th> <th>Title</th> <th>Category</th> <th>Expiration Date</th> <th>Document Outcome</th> <th>Checked Out</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td></td> <td>1.0</td> <td></td> <td>Test CITI</td> <td>CITI Training Certification</td> <td></td> <td></td> <td></td> <td> 9.58 KB</td> </tr> </tbody> </table>	Detach	Version	Sponsor Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document		1.0		Test CITI	CITI Training Certification				9.58 KB
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	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 <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Original C1 form <input checked="" type="checkbox"/> PI/Advisor Signature (Will route the submission for approval) <input checked="" type="checkbox"/> Dept. Chair Signature (Will route the submission for approval) <input checked="" type="checkbox"/> Dean's Signature (Will route the submission for approval) <input checked="" type="checkbox"/> PI Assurance* (Will route the submission for approval) <input checked="" type="checkbox"/> Conflict of Interest forms for all investigators* <input checked="" type="checkbox"/> CV/Bio of the PI <input checked="" type="checkbox"/> CV/Bio of all investigators <input checked="" type="checkbox"/> CITI Certification for PI <input checked="" type="checkbox"/> CITI Certification for all investigators <input checked="" type="checkbox"/> Consent Documents Student Investigators must also submit: <input checked="" type="checkbox"/> Face-to-Face RCR Certification (Provide justification from Dept. Chair if not a requirement.) <input checked="" type="checkbox"/> CITI Certification <input checked="" type="checkbox"/> Thesis/Dissertation Committee Approval Sheet <input checked="" type="checkbox"/> Copy of the Thesis/Dissertation Proposal Additional Items as Applicable: <input type="checkbox"/> Survey Instruments

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

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	Send Submission