1. Locate your submission on the dashboard and open the Study Workspace. On the second column, select the magnifying glass icon to open submission history for Initial Review Submission Packet.

Protocol Status: Pending - External IRB Approval IRB Number : IRB Protocol Title :						
Submissions Protocol Management						
Current Approval Packet						
Protocol Items	Submissions History					
	Protocol Correspondence					
Protocol Application						
Informed Consents	Jutstanding Submission(s)					
Other Protocol Documents	Track Ref Location Number Request Type Process Submission					
Contract Documents	Click on the hyperlink to edit/view the submission.					
External IRB Request	In Process					
Protocol Items						

2. On the IRB Committee row, select the View Details button underneath Submission Components.

IRB IRB   Pre-Submission Pre-Review   Changes-Requested Modification-Requested									
Task Status	Task Action/Details		Tas	k Name		Date Created	Date Completed	Total Time	
⊞ <sub>Pre-Sul</sub>	bmission		08/02/2023 02:55 PM EDT	10/05/2023 05:55 PM EDT	64 Day(s) 2 Hour(s) 59 Minute(s)				
III IRB					10/05/2023 05:55 PM EDT	01/23/2024 02:54 PM EST	109 Day(s) 21 Hour(s) 59 Minute(s)		
E IRB IRB Commit	ttee	Submission Components	Review Process Process Administratively	Review Outcome Request to Use External IRB Granted	Outcome Letters	01/23/2024 02:54 PM EST	01/24/2024 09:04 AM EST	0 Day(s) 18 Hour(s) 9 Minute(s)	

3. Select the submission components you want to include in the Submission Packet. Use the notes below this screenshot as a guide.

					View Submission Components				
		Show subn	nission compor	ent(s) in round:	All Rounds O				
Task Task Action/Details		Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name - Version				
Rolas		Submission	n Form(s)						
D Pre-Submission		O			Pre-Review Correction Form - IRB - (Version 1.0)				
E teb	0		Ø	Initial Review Submission Packet - (Version 1.0)					
Submission Components		Application							
<sup>8</sup> . IRB IB Committee	View Details				Initial Review Application - (Version 1.1)				
		O			Initial Review Application - (Version 1.0)				
		Consent Fo	orm(s)						
				EA2176 HIPAA Authorization Form Clean (English) - (Version 1.0)					
	0			EA2176 HIPAA Authorization Form Changes Tracked (English) - (Version 1.0)					
		2			EA2176 Main Consent Clean (English) - (Version 1.0)				
	2.004.0					Close			

- a. Select the last round in the submission to display so all study components appear.
- b. Use the selection box column to select the submission components you want to include in the packet. \* If there is more than one version, select the most current/updated version of that component(s).

c. Select the Create PDF Packet button to begin the conversion process.

\* **NOTE:** Select the most current version of each component as previous ones do not reflect the most recent changes made in previous rounds of the submission.

4. Another pop-up box will appear. This will allow you to arrange the order of the submission components however you would like it to be arranged in the packet. Once you finalize the order of the components, click on the Generate PDF Packet button and iRIS will convert all the selected components into PDF format. From there you can save and/or print the packet.

To and a Cabulari	Reorder PDF Packet	×		
Packet Order	Submission Item Name		Items in Folder View	Create PDF Packet
1	Initial Review Application Version 1.1			
2	HIPAA Authorization Form Clean (English) Version 1.0			
3	Main Consent Clean (English) Version 1.0			
- 4	prot_v042222 Version 1.0			
			n 1.0)	
	Generate PDF Pack		h) - (Version 1.0)	
				Close

5. Once the steps above are done, your task is now complete.