



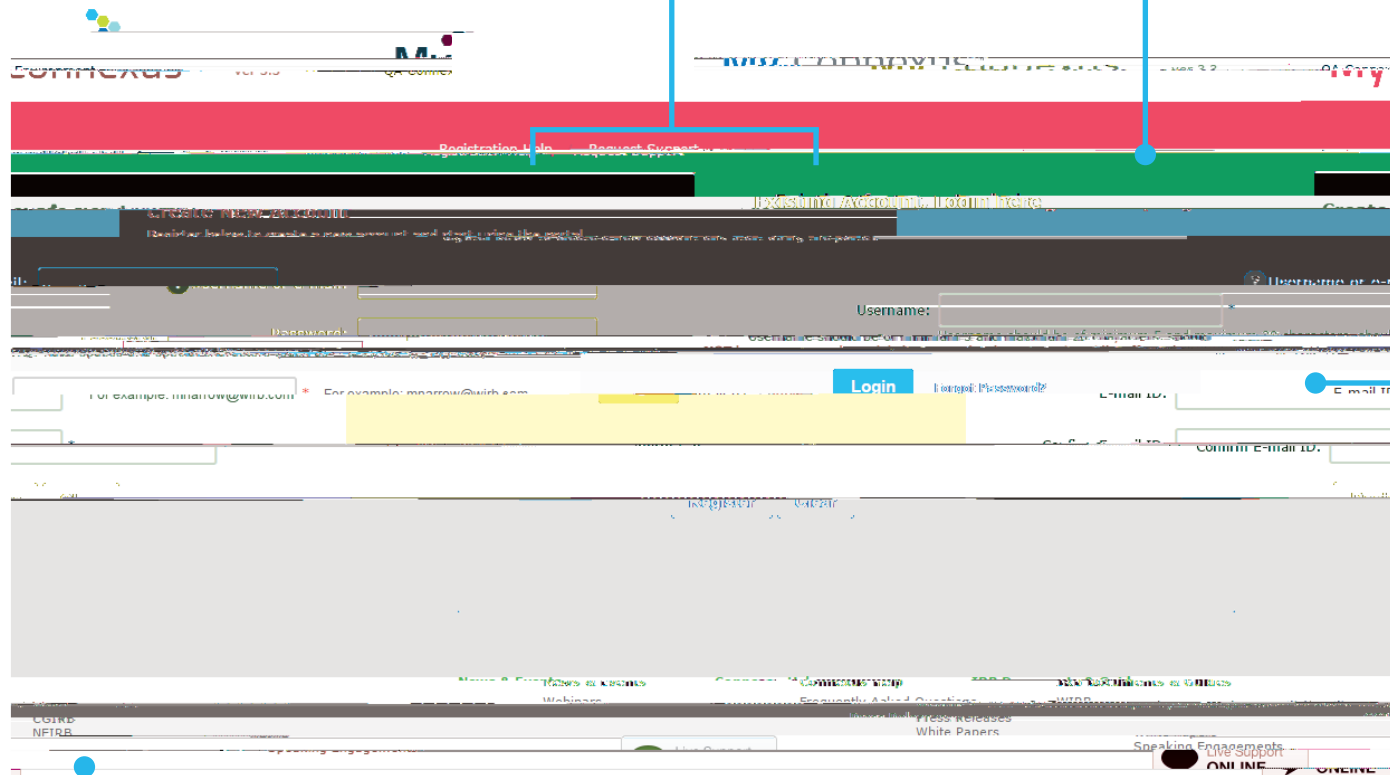
Quick Start Guide

Create a New Account

If you are a new user, you must create a new account to access the system. Fill in the form with the required information and click the **Register** button to continue. If you need help, click the **Registration Help** link. You can also **Request Support** via the provided link.

Existing User Login

If you already have an existing account, please log in using your username or email and password combination.



Forgot Password

Click the **Forgot Password?** link to reset your password.

Quick Links

Access helpful links without having to login.

Live Support

Click the **Live Support ONLINE** button to chat with a representative. If there are no representatives available, you can leave a message. One of our support team members will respond to your inquiry as quickly as possible.

My Submissions

This page shows a listing of all submissions that you have made to the IRB and any submissions made by others that you have access to. Select a submission link - by clicking on the blue submission tracking number - for additional details regarding the submission. There, you will see the associated submission documents and any related outcome documents for the particular submission.

Sorting and Filtering

You can sort the list of submissions by clicking the column headers. Additionally, you can filter the list of submissions by entering text into the search field or clicking one of the filter buttons. To clear your filters, clear the search field and click the **All** and **All Status** buttons.

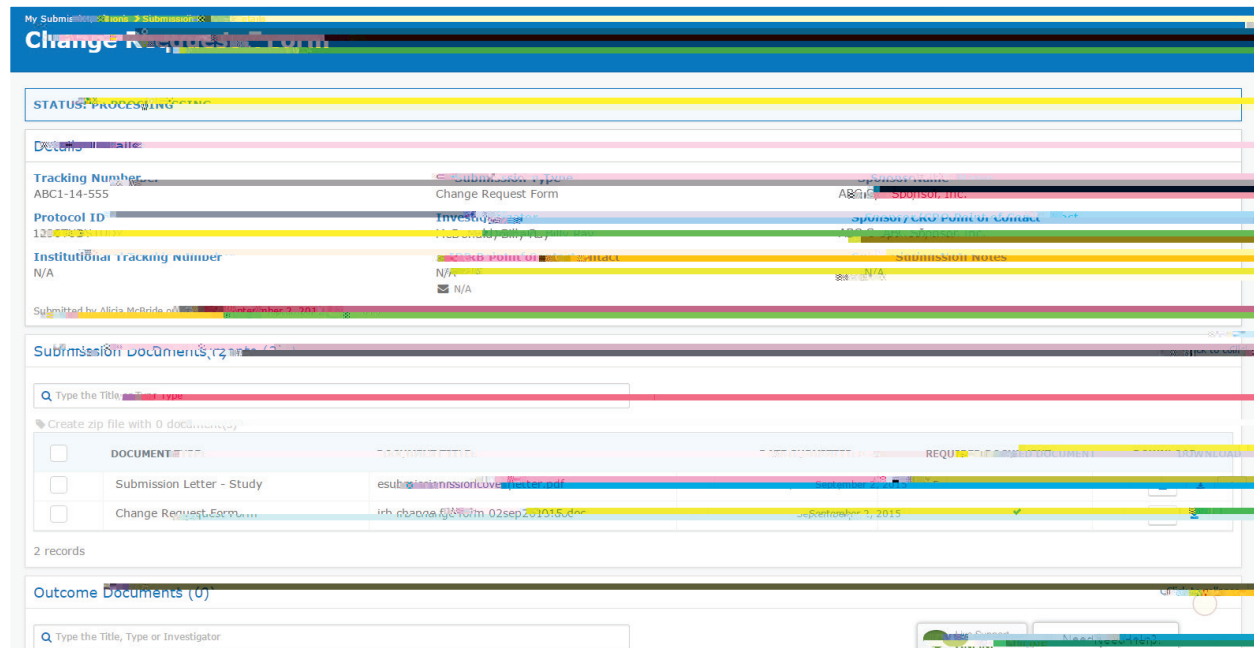


The screenshot shows the 'My Submissions' page with a table of submissions. The table has the following columns: SUBMISSION TRACKING NUMBER, SUBMISSION, INVESTIGATOR, IRB, IRB TRACKING, INSTITUTION, and SUBMISSION STATUS. Two rows are visible:

SUBMISSION TRACKING NUMBER	SUBMISSION	INVESTIGATOR	IRB	IRB TRACKING	INSTITUTION	SUBMISSION STATUS
116410-908278	Change Request Form	Dr. Christopher Biller	CGURB	ABC1-14-123	N/A	Processing
116429-906692	Site Close-Out Report	Edison, Inc.	CGURB	ABC1-14-555	N/A	Processing

Detail View

This view shows details about the selected submission, as well as the Submission Documents and Outcome Documents.



The screenshot shows the detail view for a submission titled 'Change Request Form'. The status is 'PROCESSING'. Key details include:

- Tracking Number:** ABC1-14-555
- Protocol ID:** 12345678
- Institutional Tracking Number:** N/A
- Submitted by:** Alicia McBride

Below the details are two sections for documents:

- Submission Documents (2):** A list of documents including 'Submission Letter - Study' and 'Change Request Form'.
- Outcome Documents (0):** A section for outcome documents, currently empty.

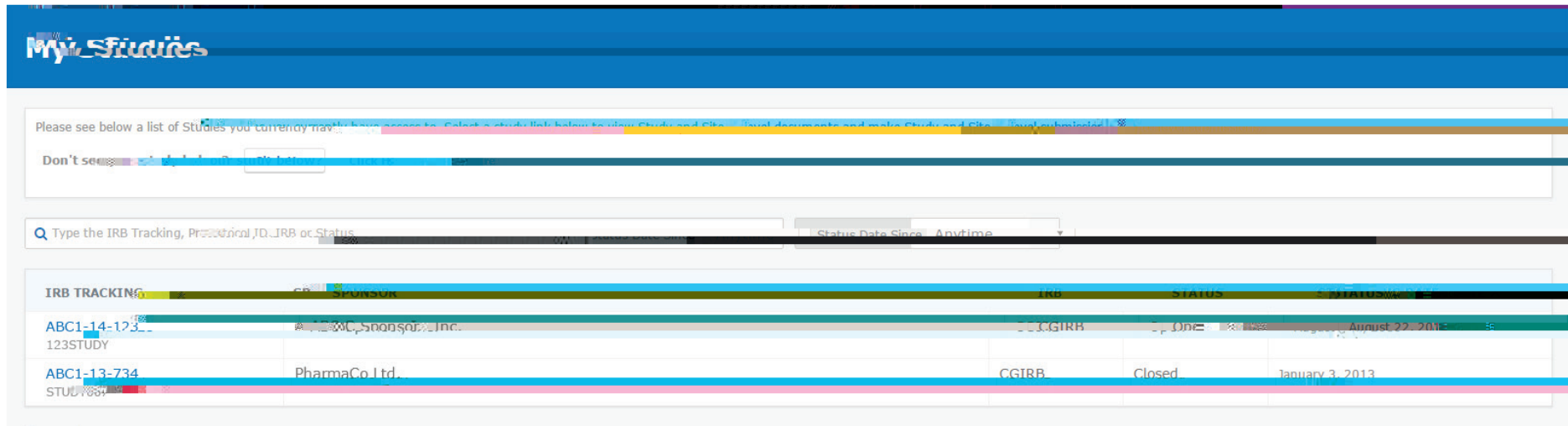
Make a Submission to the IRB

To begin the submission process, choose between an Initial Review Submission or a Submission for an Already Approved Study or Investigator by clicking the buttons. You will be presented with further choices depending on your selection. In this example, **Initial Review Submission** is selected. Next, click the button that corresponds to the appropriate type of submission. A page will open that will allow you to select your Investigator or Site from a list, or will redirect you to the new protocol submission wizard depending on your selection.

Example: Site's Participation in a Study

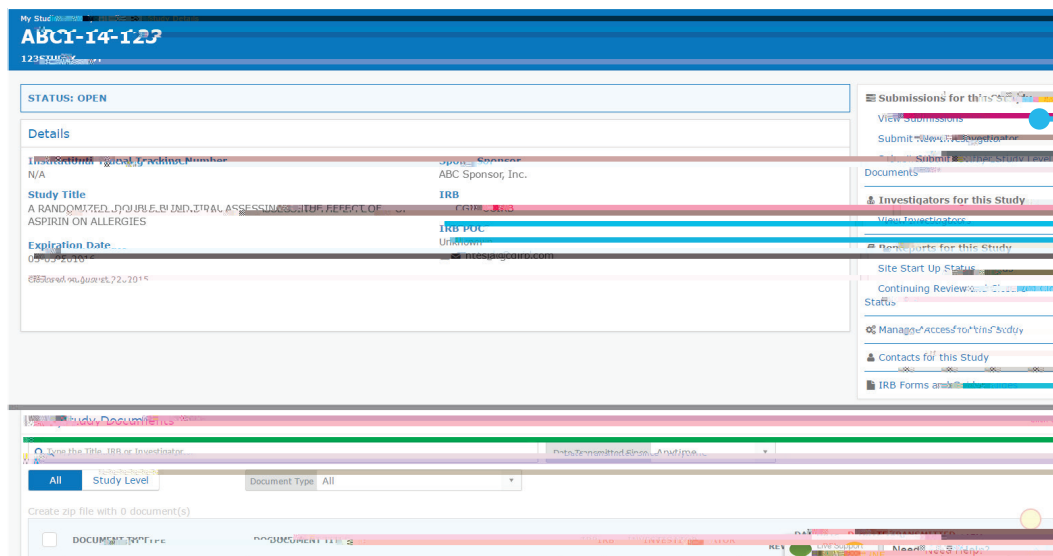
My Studies

This page lists Studies you currently have access to. Select a study link - by clicking on the blue IRB tracking number - to view Study and Site level documents and to make Study and Site level submissions. You can sort the list by column header, or you can filter by entering text into the search field. If you can't find your study in the list, select the [Click Here](#) button to request access.



The screenshot shows the 'My Studies' dashboard. At the top, there is a blue header with the text 'My Studies'. Below the header, there is a search bar with the placeholder text 'Type the IRB Tracking, Protocol ID, IRB or Status'. To the right of the search bar is a dropdown menu for 'Status Date Since' with the option 'Anytime' selected. Below the search bar is a table with the following columns: IRB TRACKING, Sponsors, IRB, STATUS, and STATUS DATE. The table contains two rows of data:

IRB TRACKING	Sponsors	IRB	STATUS	STATUS DATE
ABC1-14-123 123STUDY	ABC Sponsor, Inc.	CGIRB	Open	August 22, 2013
ABC1-13-734 STUDY83	PharmaCo Ltd.	CGIRB	Closed	January 3, 2013



The screenshot shows the 'Study Detail View' for study ABC1-14-123. The page has a blue header with the study ID 'ABC1-14-123' and the IRB tracking number '123STUDY'. Below the header, there is a 'STATUS: OPEN' indicator. The main content area is divided into two columns. The left column contains 'Details' for the study, including fields for 'Protocol Number', 'Sponsor', 'Study Title', 'IRB', 'Expiration Date', and 'IRB POC'. The right column contains a list of actions and links for the study, such as 'Submissions for this Study', 'Investigators for this Study', 'Reports for this Study', 'Site Start Up Status', 'Continuing Review Status', 'Manage Access for this Study', 'Contacts for this Study', and 'IRB Forms and Guides'. At the bottom of the page, there is a search bar and a table with columns for 'All', 'Study Level', and 'Document Type'. Below the table, there is a section for 'Create zip file with 0 document(s)' and a checkbox labeled 'DOCUMENT TYPE'.

Study Detail View

This view shows details about the Study and lists the Study and Site level documents. You can also use the links to the right to perform submission tasks, view investigators, view reports, manage access to the study, view contacts for the study, or view IRB forms and guides.

