Quick Reference Guide: Navigating BruinIRB (03/2021)

My Home

When logging into BruinIRB you are taken to your **personal home page, known as Dashboard**. This page has links to all of the items applicable to your role as an investigator or study personnel.

1. Dashboard – Your personal homepage
   - IRB Home – IRB contact information, how to obtain a BruinIRB account instructions, and training materials for BruinIRB
   - IRB - Shows all the submissions that you have permission to see

2. My Inbox – Items that require your action
   - My Reviews – Items assigned to you to review. These are a subset of the items in My Inbox.

3. Create – Select this option to create a new study

4. Recently Viewed – Your last reviewed items

5. [Your Name] – Personal information page and profile

6. ID – IRB study number
   - Study Name – Short Study Title
   - Date Created – When the application was started
   - Date Modified – Last change made within the application
   - State – Where the study is in the submission and review process
   - Coordinator – IRB staff assigned to the study
The study workspace has links to the functions that you need to complete and submit a specific study.

1. State – Where the study is in the submission and review process
2. Activities – The actions available to you
3. Study number and short study title
4. Basic Study Summary
5. History – List of all study actions throughout the course of the study