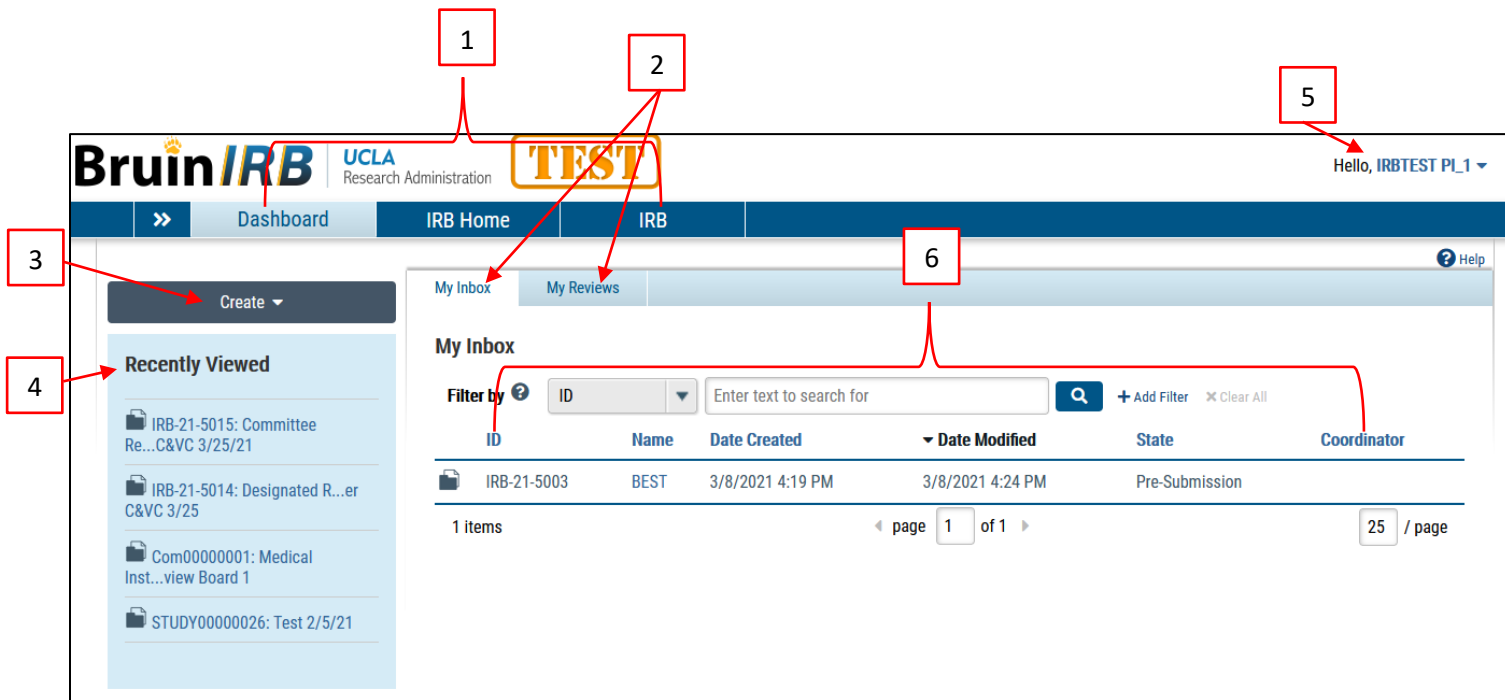


**Quick Reference Guide: Navigating BruinIRB (03/2021)**

**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

## Study Workspace

The study workspace has links to the functions that you need to complete and submit a specific study.

The screenshot displays the Study Workspace for IRB-21-5003: BEST. The interface includes a sidebar with 'Next Steps' (Edit Study, Printer Version, Manage Guest List, Add Related Grant, Add Comment, Discard) and a main content area. The main content area shows the study title, principal investigator (IRBTEST PL\_1), submission type (Initial Study), study type (Emergency Use), primary contact (IRBTEST COORDINATOR\_1), and PI proxies. A flowchart illustrates the submission and review process: Pre-Submission (highlighted in orange) leads to Pre-Review, which can lead to Clarification Requested or IRB Review. IRB Review can lead to Clarification Requested or Post-Review. Post-Review can lead to Modifications Required or Review Complete. The bottom section features a 'History' tab and search filters for Activity, Author, and Activity Date.

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