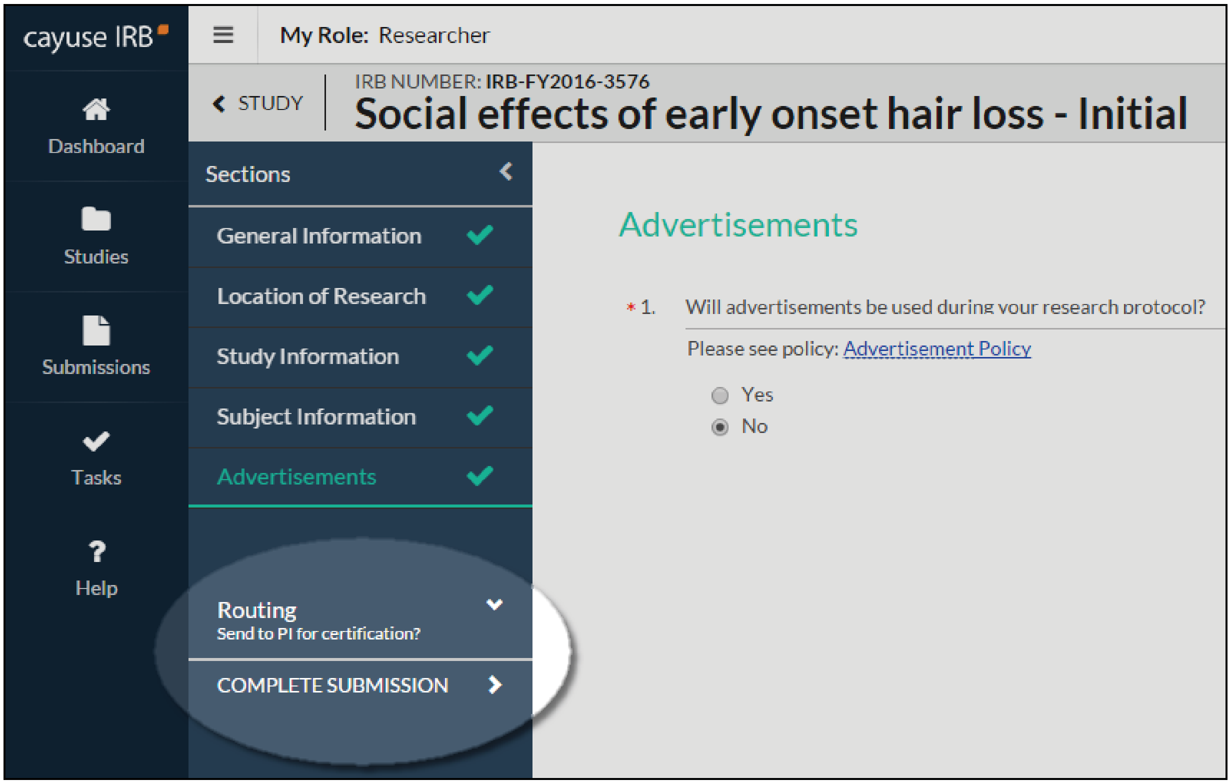
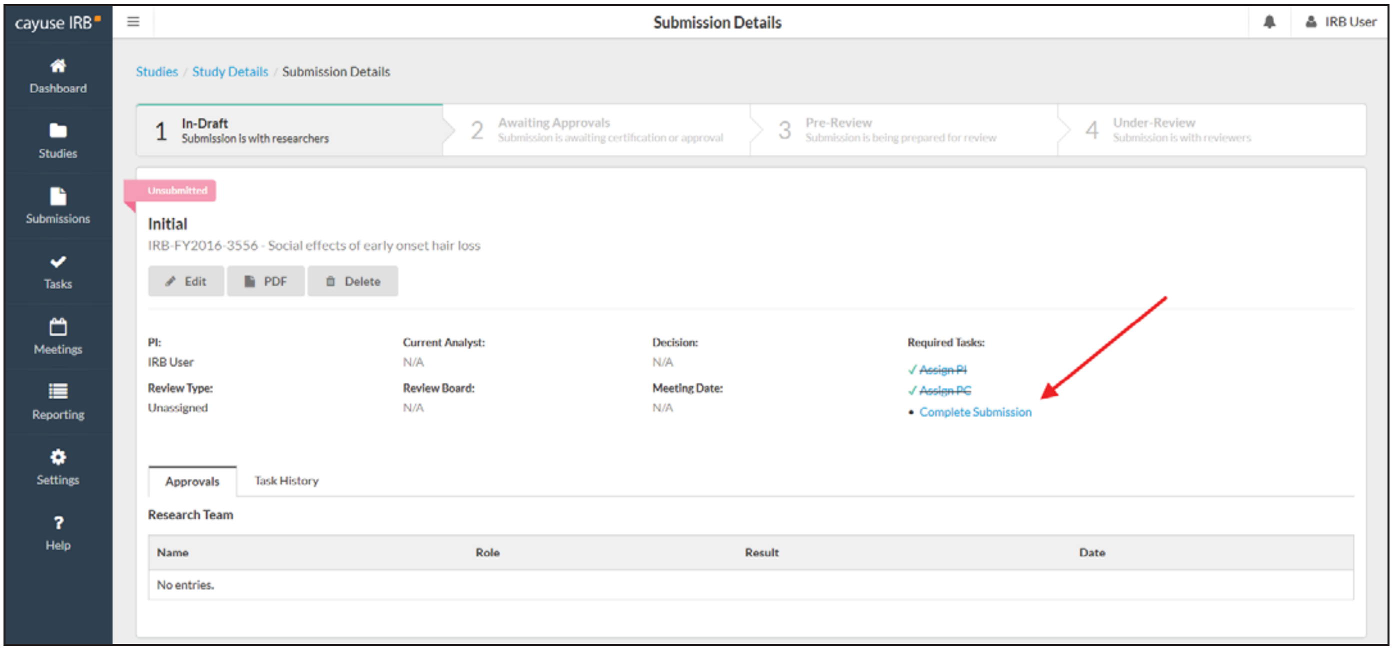
Submission Workflow

Once you have completely filled out every section in the study and included all required attachments, a **Complete Submission** option appears under **Routing** in the menu when inside the submission:



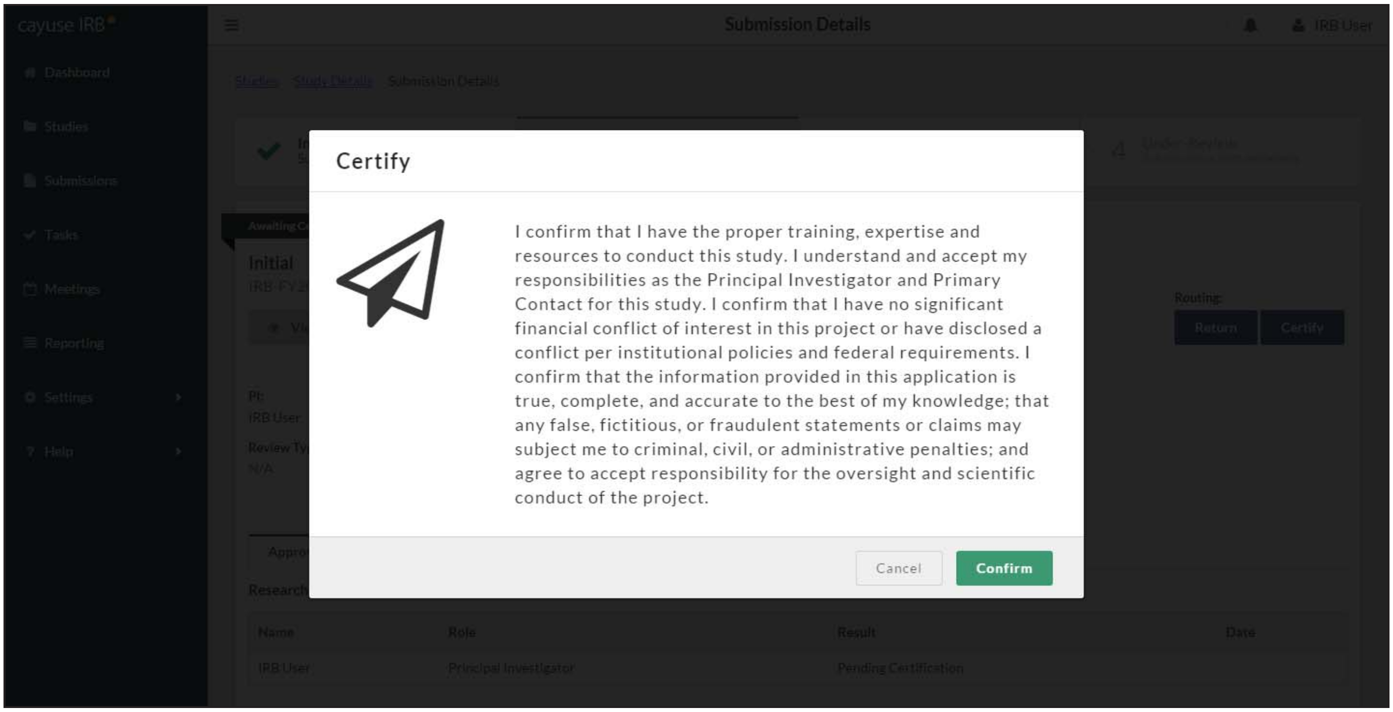
If you are on the Submission Details screen, you will also see the Complete Submission link indicating the next step in the routing process:



After clicking Complete Submission in the study sidebar, you will be prompted to confirm or cancel. Confirming marks the submission as completed and sends it to the PI (and possibly to any Co-PIs, depending on your institution's settings) for certification. It sends an email to the PI and places the study in their inbox to be addressed.

If everything is correct, the PI can then **Certify** the submission. By certifying the submission, the PI asserts that the submission is complete and accurate, and that they accept their responsibilities as PI of the study.

Note: Your institution's settings may require that any Co-PIs on the study also certify it, in addition to the PI's certification. IRB Administrators can specify this behavior in the Application Settings.



Alternatively, if the PI decides that changes need to be made, they can send the submission back to the research team by clicking **Return to Investigators**. The research team members will receive an email notification of the change in status so they can make the necessary edits before marking it complete again.

Once the PI has certified the submission, it goes to the departmental approver for review, and from there goes down the chain to the IRB analyst and members. At any point the submission may be returned to the investigation team to answer questions or to make changes.