Quick Reference for IRB Manager Home Page/Dashboard
University of Toledo Research & Sponsored Programs
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Where to start: irb.utoledo.edu

Upper Blue Bar:
- Home Button always brings you back to this screen.
- The "Find Study" search box allows you to enter a partial or full study number to search for a specific study.

Left Menu:
Actions – things you can do in the system
- New IRB Research – click to start a new IRB application (indicated by a blue star)
- Start xForm – click to see a list of other xForms you can start
- Show Sponsor IDs - changes the "My Studies" grid at the bottom from displaying UT's Study ID in the first column to showing the Sponsor's ID in the first column
Recent Items – simply list the last studies or other records you have accessed
Messages – a persistent message area
Useful Links – a list of links to UT's IRB pages for more information
My Documents & Forms – These links refer to items specific to you.
- User Attachments - shows you want attachments are linked to you as a user, not related to any Study or Event.
- xForms – shows you a list of the xForms you have in progress or that are assigned to you in any capacity.

Middle Panels:

Studies section - provides links to lists of the Studies you are currently associated with.

- The first line is for studies on which you are listed as personnel in any capacity.
- The second line specifically filters for studies on which you are the PI.
- Active Studies (Red Circle) are studies that have not expired, but they may also not yet be approved.
- Total Studies (Red Circle) includes expired, terminated or withdrawn studies.

xForms Section – provides links to lists of xForms that you have a stake in.

- Unsubmitted forms (Orange Box) are forms that are in the very first data collection stage.
- Forms being processed at a later stage (Yellow Box) are forms that have been submitted and are moving through workflow.
- Forms awaiting your attention (Green Box) require your direct action to move on in workflow. This is your "to do" list.

Events – Events are things that happen to Studies either during the initial review and approval, during their lifecycle (like Amendment or Renewal) or at the end of their lifecycle, like a Final Report.

- Event Types (Blue Box) all have a different color to help you differentiate between them. Each Event Type will have a new line, color and description.
- Total Open Events (Purple Box) allows you to see all current events in one list.
- The pie chart gives you a picture of your whole research portfolio looks like by Event Type

Lower Panel:

My Studies

Shows you the list of your current Active Studies without having to click the "# active Studies" link in the Studies section.

Right Message Panel:

Look here for helpful or timely information. Also contains a link to the new research application indicated by a blue star.