

How to retract a submission

Only submissions that have not yet been assigned a review process by the IRB can be retracted.

Welcome Khaled Khattar, BA (Last Login: 11/20/2017 11:44 AM EST)

Study Assistant

Navigation icons: Add a New Study, My Studies, Find a Study, Submit a Form, My Current Approvals, Upcoming Renewals, My Appointments

Below are your immediate Study tasks:

Waiting Submissions	11
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Open Dashboard	1
	1

From your Home page, click on "My Studies" to list all the studies that you have access to

This is my personal "My Studies" page

My Studies Back

Display my Studies by: IRB Number Most Recently Used Studies Filter my Studies by study status: Include Studies that have not been assigned an IRB Number Show Hidden Studies Find by IRB Number Find by Study Nickname

47 result(s) found... 1 - 47

Table with columns: Click to open, View Details, Study Status, IRB Number, Study Name, Study Lead, Current Approval Packet, Copy Study, Delete Study, Hide. Rows include Draft, Pending - Initial Review, and Draft studies.

You can use the filter or the "Find by ..." feature to locate the study or draft. Or you can just scroll down.

Once you locate the study or draft, click on "Open".

IRB Number: **H-31000** | Submissions | Back
PI: Administrator, BA

Study Status: **Approved / Open - Expedited** | IRB Number: **H-31000** | Study Title: Testing

Submissions | Study Management

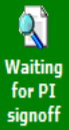
Protocol Items

- Protocol Items
- Study Application
- Informed Consent
- Other Study Documents

Submission Forms

- Submission Forms
- Initial Review Submission Form
- Change Request & Amendments
- Internal Study Personnel Changes
- Continuing Review Submission Form
- Final/Closure Report Form
- UPSER/Adverse Event Form
- Protocol Deviation/Violation Form

Locate the submission you want to retract (in this example it's the Continuing Review Submission Form). Then click on the "Retract Submission" button.

Outstanding Submission(s)			
Track Location	Ref Number	Request Type	P
	393815	Click on the hyperlink to edit/view the submission. Continuing Review Submission Form	<input type="button" value="Retract Submission"/>

IRB Number: **H-31000** Submissions [Back](#)
PI: Administrator, BA

Study Status: **Approved / Open - Expedited** IRB Number: **H-31000** Study Title: Testing

Submissions Study Management

Protocol Items

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Message from webpage

Confirm withdrawal of submission. Are you sure you want to withdraw the submission for review?

Confirm by clicking "OK" to proceed.

[Process Submission](#)

[Retract Submission](#)

IRB Number: **H-31000** Submissions Back
PI: Administrator, BA

Study Status: **Approved / Open - Expedited** IRB Number: **H-31000**
Submissions Study Management

Protocol Items


Protocol Items
<input type="radio"/> Study Application
<input type="radio"/> Informed Consent
<input type="radio"/> Other Study Documents

Submission Forms

Submission Forms
<input type="radio"/> Initial Review Submission Form
<input type="radio"/> Change Request & Amendments
<input type="radio"/> Internal Study Personnel Changes
<input type="radio"/> Continuing Review Submission Form
<input type="radio"/> Final/Closure Report Form
<input type="radio"/> UPSER/Adverse Event Form
<input type="radio"/> Protocol Deviation/Violation Form

Wait until you get a pop indicating that the submission had been withdrawn. Click "OK" to proceed.

Message from webpage

 Your Submission has been successfully withdrawn.

OK

Process Submission

Send Submission

IRB Number: **H-31000** Submissions
PI: Administrator, BA
Study Status: **Approved / Open - Expedited** IRB Number: **H-31000** Study Title :
Submissions Study Management

The submission has been withdrawn and can be accessed for modification by clicking on the form's name link.
Resubmit when it's ready.

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Track Location	Ref Number	Request Type	Process Submission
	393815	Click on the hyperlink to view the submission. Continuing Review Submission Form	Send Submission