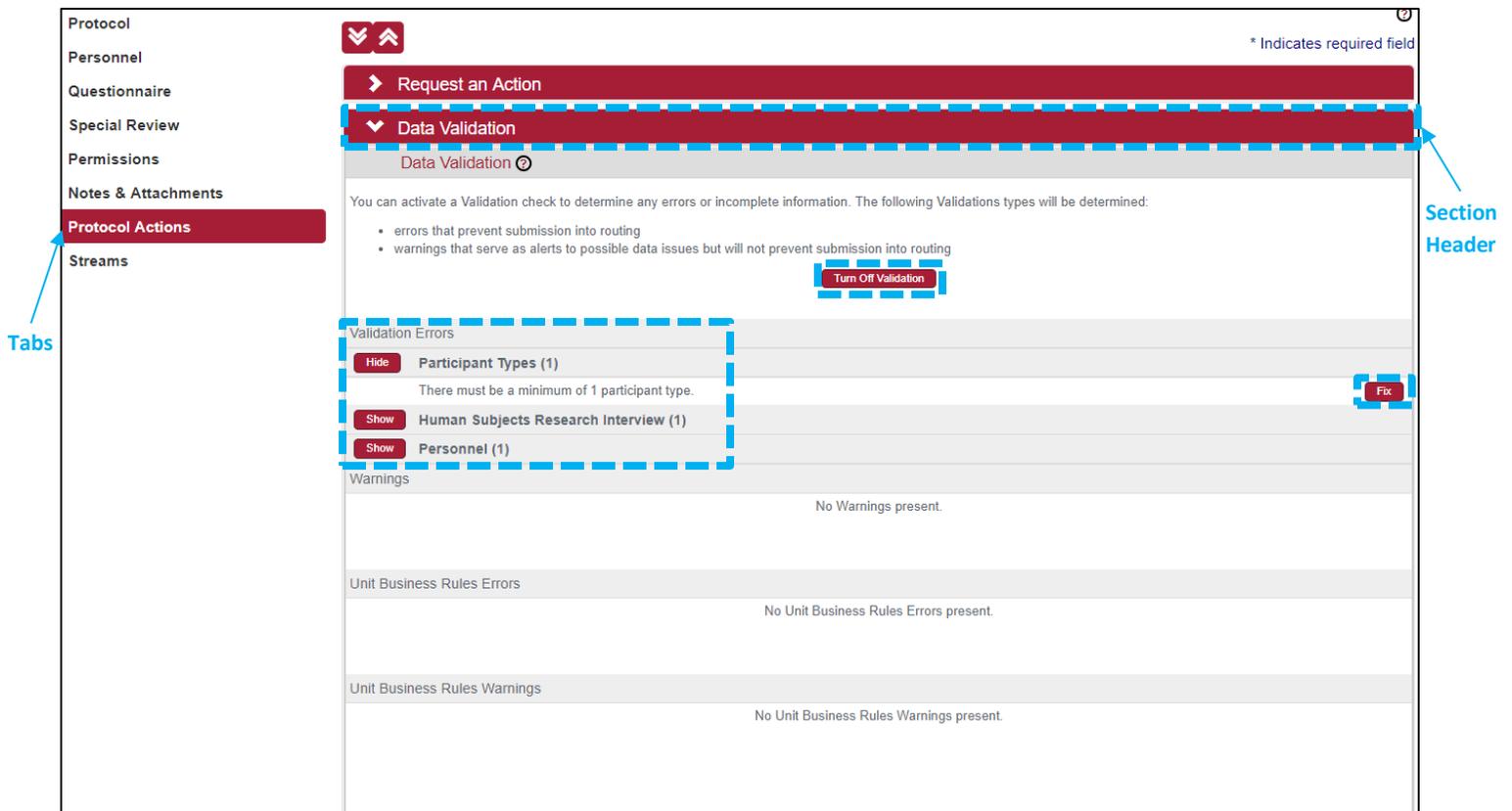


IRB: PROTOCOL ACTIONS TAB

The Protocol Actions Tab is where you will go to finalize and submit the protocol.

Data Validation

- 1) Click the **Protocol Actions Tab**.
- 2) Click the **Data Validation section header** to expand the section.
- 3) Click the **Turn On Validation** button. 
 - a. The system will run a series of validation steps to ensure all required fields have been populated. This is the same validation the system automatically runs when the protocol is submitted.
 - b. If errors are found, the system will display a list of the errors.
- 4) If there are multiple errors click the **Show** button  to address each error one at a time.
- 5) Click the **Fix** button to resolve the issue.
 - a. Clicking the **Fix** button will automatically take you to the tab and section that has an error.
 - b. Correct the error, then click the **Save** button at the bottom of the page. Clicking the Save button automatically takes you back to the Data Validation section.
- 6) Repeat this process for each validation error.



The screenshot shows the IRB Protocol Actions Tab interface. On the left, a sidebar contains several tabs: Protocol, Personnel, Questionnaire, Special Review, Permissions, Notes & Attachments, **Protocol Actions** (highlighted), and Streams. The main content area features a 'Request an Action' header and an expanded 'Data Validation' section. The 'Data Validation' section includes a 'Turn Off Validation' button and a 'Validation Errors' table. The table lists three errors: 'Participant Types (1)', 'Human Subjects Research Interview (1)', and 'Personnel (1)'. Each error has a 'Show' button and a 'Fix' button. Below the errors, there are sections for 'Warnings', 'Unit Business Rules Errors', and 'Unit Business Rules Warnings', all of which indicate that no errors or warnings are present. Annotations include 'Tabs' pointing to the sidebar, 'Section Header' pointing to the 'Data Validation' header, and 'Fix' pointing to a button in the error list.

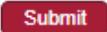
Continue to the next page for information on the **Request an Action** section.

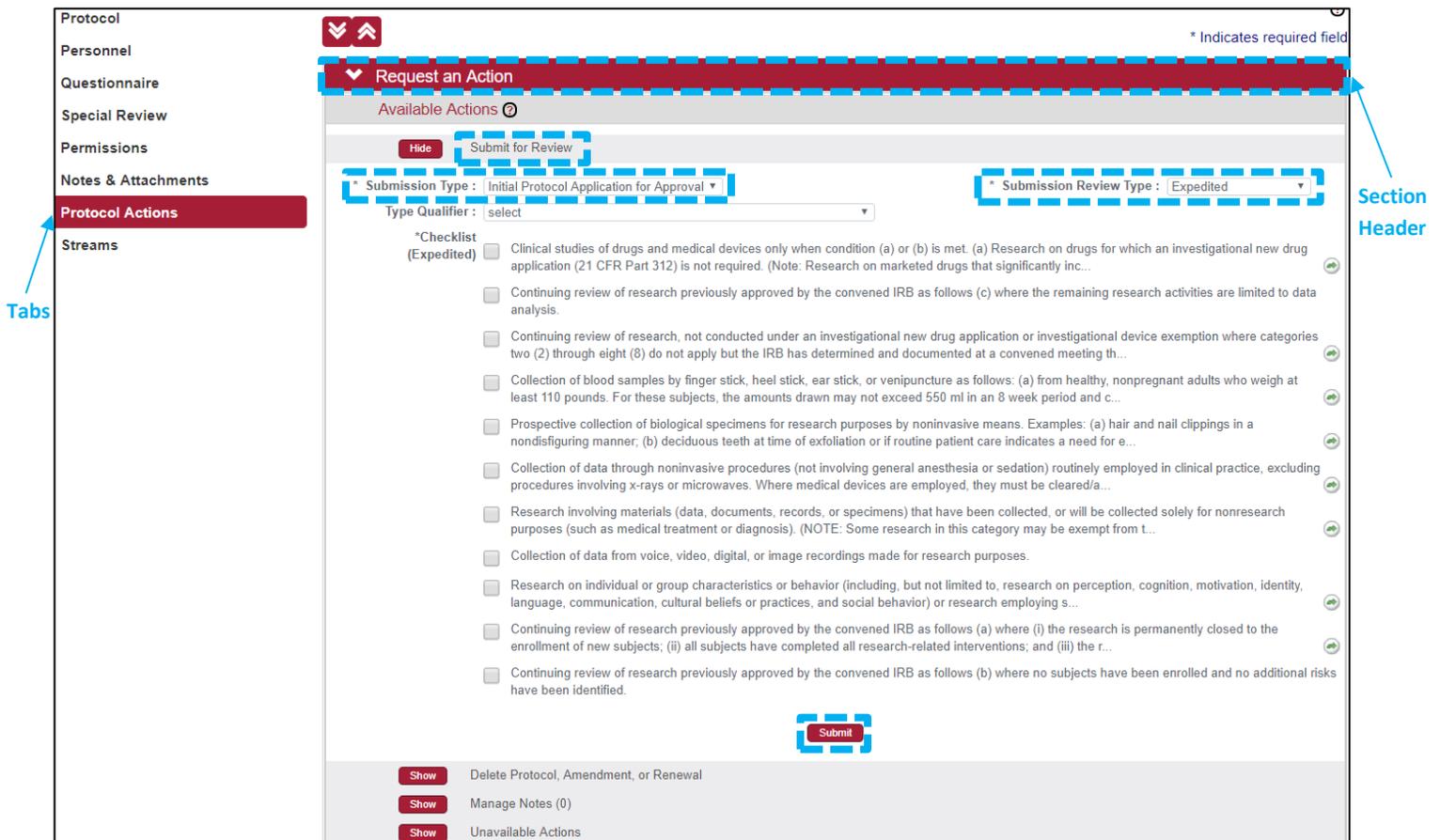
Request an Action

At this point in the process, the available Actions are limited to submitting or deleting the protocol.

- 1) Click the **Protocol Actions Tab**.
- 2) Click the **Request and Action section header** to expand the section.
- 3) **To submit the protocol:**
 - a. Click the **Show** button  next to the **Submit for Review** subsection.
 - b. Click the drop-down menu next to **Submission Type** and select **Initial Protocol Application for Approval**.
 - c. The **Type Qualifier** field is optional. Select an option from the drop-down menu if applicable.
 - d. Click the drop-down menu next to **Submission Review Type** and select the appropriate level of required IRB review for your protocol.

NOTE: For details regarding different levels of required IRB review UADA & UAF faculty and staff can go to the [Research Compliance-Human Subjects webpage](#), or contact the IRB Coordinator at irb@uark.edu for assistance.

- e. If you select a **Submission Review Type** of **Expedited** or **Exempt**, the system will present a checklist to qualify the submission type. Make your selection by clicking the appropriate checkbox(es) that correspond to your protocol.
- f. Click the **Submit** button  to submit your IRB Protocol.



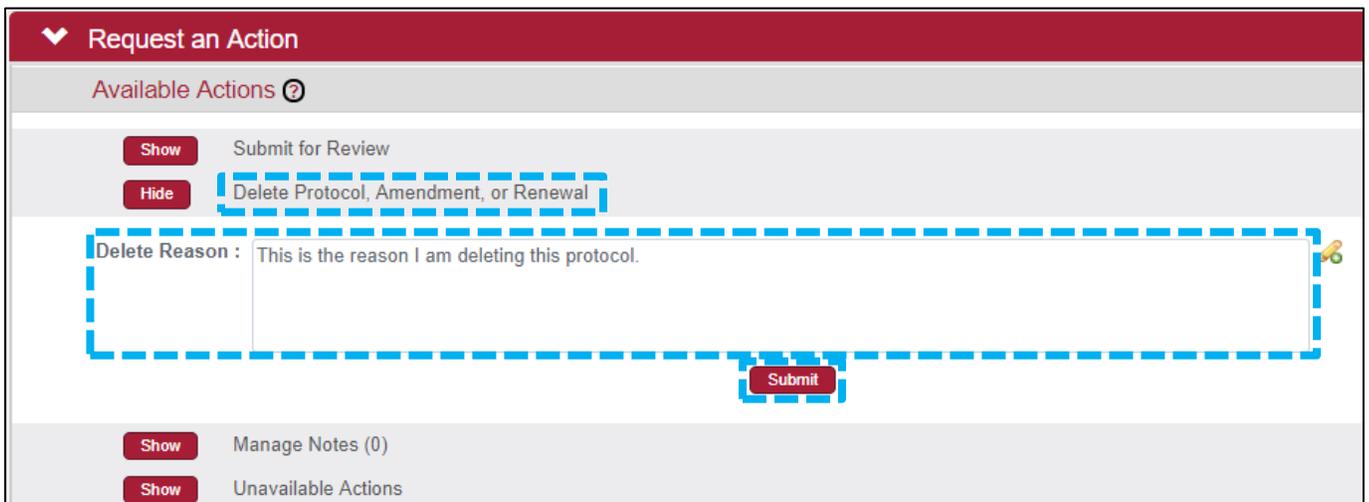
The screenshot shows the 'Request an Action' section of the IRB system. The left sidebar has 'Protocol Actions' selected. The main content area shows a 'Request an Action' header, followed by 'Available Actions' with a 'Submit for Review' button. Below this, there are dropdown menus for 'Submission Type' (set to 'Initial Protocol Application for Approval') and 'Submission Review Type' (set to 'Expedited'). A checklist of criteria for expedited review is displayed with checkboxes. A 'Submit' button is at the bottom of the checklist. At the bottom of the page, there are 'Show' buttons for 'Delete Protocol, Amendment, or Renewal', 'Manage Notes (0)', and 'Unavailable Actions'.

Continue to the next page for information on how to delete a protocol if you no longer want to submit it.

If you no longer want or need to submit this protocol, you can delete it.

4) **To delete the protocol:**

- a. Click the **Show** button  next to the **Delete Protocol, Amendment or Renewal** subsection.
- b. Enter a reason for deleting this protocol, amendment or renewal.
- c. Click the **Submit** button  to submit the deletion of the protocol.



The screenshot shows a web interface titled "Request an Action" with a dropdown arrow. Below the title is a section for "Available Actions" with a help icon. The first action is "Submit for Review" with a "Show" button. The second action is "Delete Protocol, Amendment, or Renewal" with a "Hide" button. This second action is highlighted with a blue dashed border. Below this action is a text input field labeled "Delete Reason :" containing the text "This is the reason I am deleting this protocol." and a "Submit" button. At the bottom, there are two more actions: "Manage Notes (0)" with a "Show" button and "Unavailable Actions" with a "Show" button.