

## Check The Status of My Application

Scroll to the second page for a list of statuses

1. Log into IRBManager
2. Under **My Documents & Forms** on the left hand side, click on the blue **xForms** link (preceded by the number of applications you have submitted in IRBManager).

The screenshot shows the IRBManager interface. On the left sidebar, under 'My Documents & Forms', there is a link for '3 xForms' highlighted with a red arrow. The main dashboard area displays 'My IRBManager' with sections for 'Studies (1 Active)', 'xForms (1 Active)', and 'Events (1 Open)'. Below these is a table titled 'My Studies (1 Active)' with the following data:

Study	Site	PI	Study Title	Expires	Status
2016-10-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	stuff		New From PI

At the bottom of the page, there is a copyright notice: 'Copyright ©2000-2016 BEC All Rights Reserved. Blue Oyster (51/Release/4023015d29d617d6e5144ac1d5b66223f5a789) PRODWEB4 at 2016-08-21 19:04:20Z Page generated in 0.035 seconds.'

3. In the **Stage** column for the study you are checking is where it is in the review process.

The screenshot shows the 'My Forms' page in IRBManager. A 'What's this?' tooltip is visible at the top. Below it is a table with the following data:

Action	Form	Identifier	Owner	Stage	Started	Submitted
	Initial ULV IRB Application		Expedited Review 2016-02-University of La Verne IRB-CAS	Under College Lead Review	07/18/2016 at 1:58 PM	
	Initial ULV IRB Application		Exempt Review 2016-03-University of La Verne IRB-CAS	Under Exempt Review	07/15/2016 at 12:19 PM	
	Initial ULV IRB Application		tester	Notify ULV IRB	11/16/2015	

A red arrow points to the 'Stage' column of the third row, which contains 'Notify ULV IRB'. Below the table, it says '1 completed xForms are Hidden.' At the bottom of the page, there is a copyright notice: 'Copyright ©2000-2016 BEC All Rights Reserved. Blue Oyster (24/Release/4023015d29d617d6e5144ac1d5b66223f5a789) PRODWEB4 at 2016-08-07 07:29:37Z Page generated in 0.024 seconds. Powered By IRBManager'.

*Statuses You Might Encounter:*

1. Under College Lead Review – The first college reviewer is reviewing the application
2. Under College Second Review – The second college reviewer is reviewing the application
3. ULV IRB Chair Review – The college/board has finished its review and the Chair is reviewing the application
4. Initial Application Under Standard Review – The board is reviewing the application
5. Notify ULV IRB – The application is under administrative review, which precedes college, board, and chair reviews
6. Mentor Review and Signature – This is for Mentor forms only and indicates an email has been sent to the advisor/mentor for their approval and their approval has not yet been received
7. Mentor Approved Application Data Entry – For Mentor Approved forms; mentor has not approved the form and it has been returned to you for corrections
8. Under Exempt Review – The Chair is reviewing the application
9. Archive Review – For Mentor Approved forms; the system is determining if the application can be archived and does not need further IRB review
10. ULV Advisor/Mentor Approval – Your mentor/advisor/chair is reviewing the form