Navigating to Converted IRB Submissions in the Dashboard

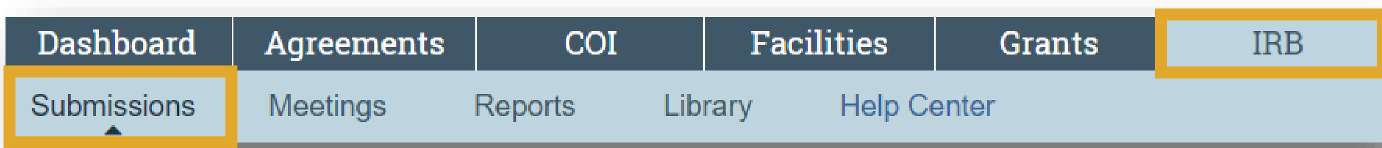
Upon entry to RAMP IRB users may notice the Dashboard appears empty. Active IRB records have been converted and can be accessed through RAMP IRB. Refer to the following guide for information on navigating to the following activities:

1. Accessing existing records outside the dashboard
2. Creating a new submission
3. Creating a modification for an existing approved IRB record from IRB Net

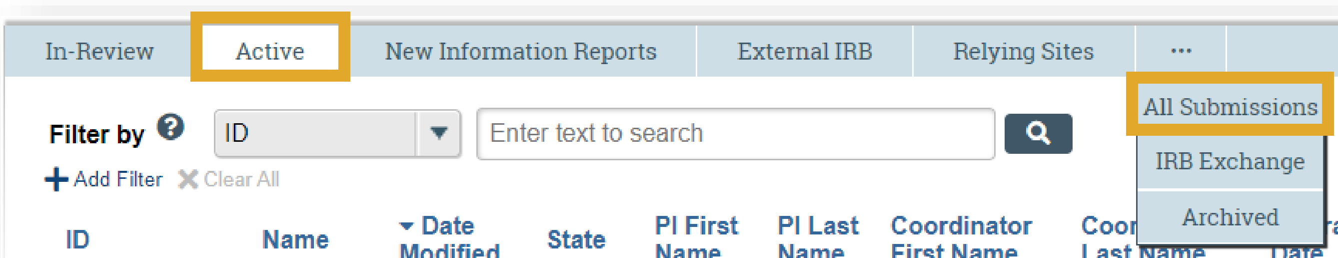
Accessing Existing Records

Upon logging into RAMP, users may notice that the Dashboard does not display any data. This does not mean that there are no active studies for this researcher.

To access an existing record, first navigate to the **IRB** tab and then select **Submissions** in the Top Navigator.



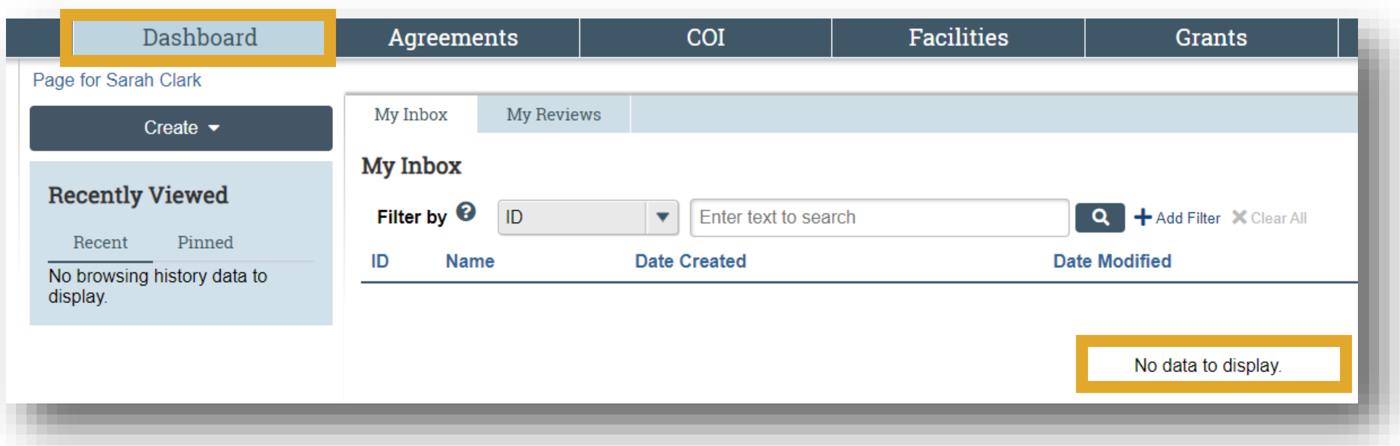
Select the **Active** tab to view all active protocols. Additionally, select the ellipses and then select **All Submissions** to view all existing protocols in the system.



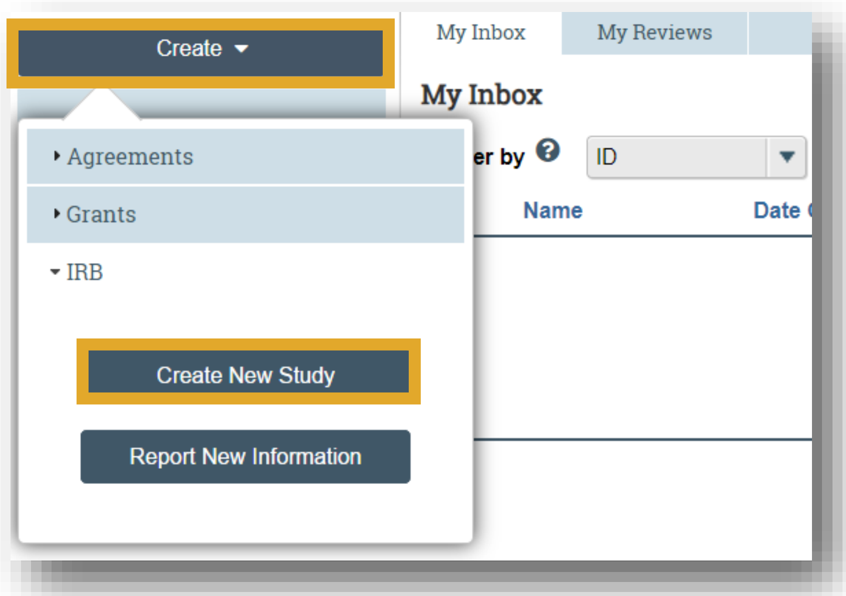
Use the filters feature to narrow down your search. Select the name of the study you wish to view, and you will be taken to that study's workspace.

Creating a New Submission

Although existing records may not be visible in the Dashboard, users are still able to create new records from this screen.

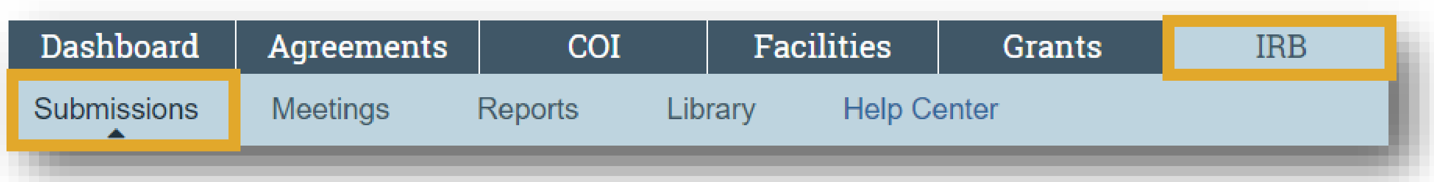


If the user wishes to create a new submission, they are able to do so from the Dashboard by selecting the **Create** button. Then, select **Create New Study**.

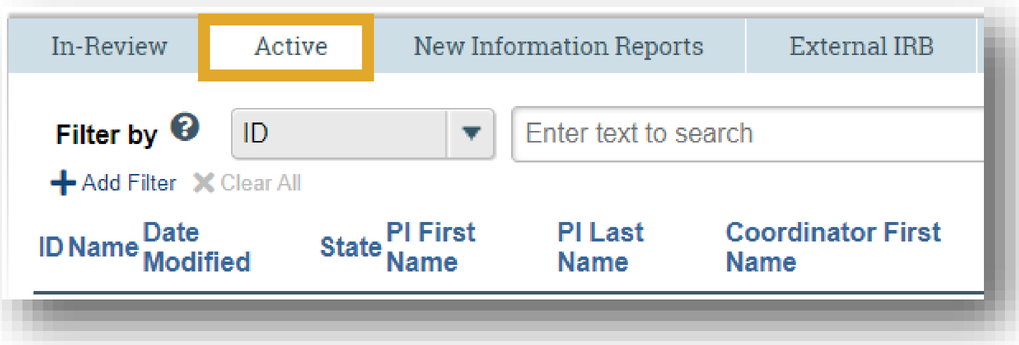


Creating a Modification

If you wish to create a modification for an existing approved IRB record that was converted from **IRB Net**, first navigate to the **IRB** tab, then select the **Submissions** tab in the Top Navigator.

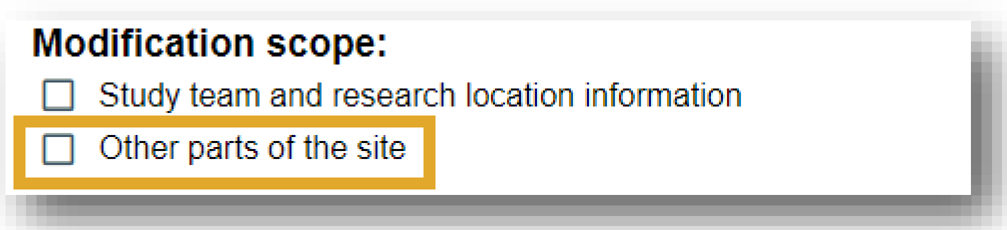


Select the **Active** tab to view all active protocols. Use the filters feature to narrow down your search. Select the name of the study you wish to create a modification for, and you will be taken to that study's workspace.

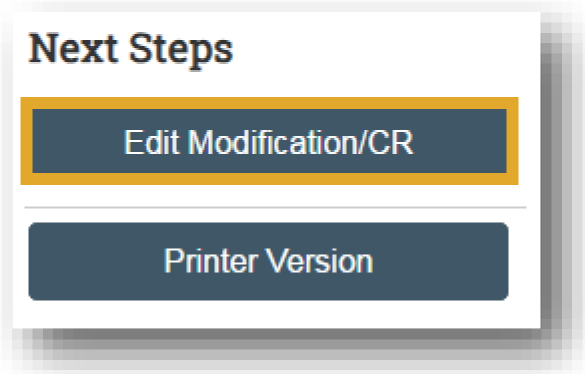


For records that involve a device, it should be noted that a dummy device will have been added to the record as a stand-in. In these instances, the PI should create a modification in order to replace the dummy device with the relevant device. To do so, in the given study's workspace, select **Create Modification/CR**.

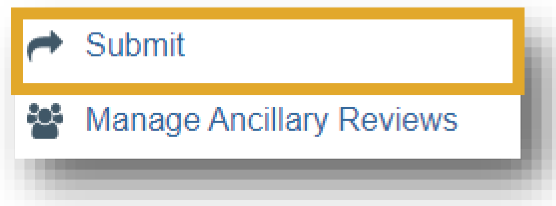
Under **What is the purpose of this submission?** select **Modification/Update**. Then, under **Modification scope**, select **Other parts of the study**.



Select **Continue** to move through the rest of the SmartForm. Under **Modification Details**, you are able to edit study details, including replacing the dummy device with the relevant device. Once complete, select **Finish** to return to the study modification workspace. From the workspace you can continue to make edits to the modification by selecting **Edit Modification/CR**.



Once edits are complete, select **Submit** from the modification workspace.



You will be alerted to any required questions that are still unanswered in the SmartForm. If all questions are complete, the user will be prompted to verify the agreement and financial interest status of the research staff, as well as the study's accordance with human research requirements. Select **OK** to agree to these terms.