

Approving a Submission

HS-ERA

<https://medley.isc-seo.upenn.edu/hsProtocol/jsp/fast.do>

Click on Eyeglasses Icon to Open

The screenshot shows a web browser window with the URL <https://www.apps.isc.soo.upenn.edu/?fastButtonId=PS7R1LFW>. The page title is "My Pending Approvals". The main content area is titled "Pending Approvals" and "Items waiting for your approval". It contains a table with the following data:

Principal Investigator	Submission Date	Title		
ABATE, HILARY	05/29/2008	Last protocol before go-live		Print
ABATE, HILARY	05/06/2008	This is a test protocol		Print
ABATE, HILARY	02/08/2008	Acceptance Test Protocol 1 MAG 2		Print
ABATE, HILARY	10/24/2007	This is a test protocol		Print

Callout 1 points to the "Approvals" link in the left sidebar under "System". Callout 2 points to the eyeglasses icon in the table.

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Protocol Information Returned

The screenshot displays the Penn IRB Submission website interface. The browser address bar shows the URL: <https://www.apps.isc-seo.upenn.edu/?fastButtonId=PS7R1LFC>. The page title is "All Submissions - Windows Internet Explorer".

The main content area is titled "Protocol summary" and includes the following information:

- Confirmation number: cdhbbj
- Created by: HAMMOND, SHEA D
- Principal investigator: ABATE, HILARY
- Protocol title: Last protocol before golive
- Submission type: Biomedical Research
- Protocol description: Last protocol before golive

Navigation options include "Click to See More Info" (with a right-pointing arrow), "Printer friendly", and "Add comment".

Below the summary, there are links for "Submit a decision for this Protocol" and "View protocol details". A left-pointing arrow labeled "Click to Approve" points to the "Submit a decision for this Protocol" link.

The "Revisions" section lists several actions:

- Pending approval by COOPER, PATRICIA M., created on 05/29/2008 (cdhbbj)
- Rejected by SHERWIN, JOSEPH R., created on 05/29/2008 (cdhaia)
- Decision rendered, created on 05/29/2008 (cdhadh)
- Decision rendered, created on 05/29/2008 (cdhaai)
- Decision rendered, created on 05/29/2008 (cdqjia)
- Decision rendered, created on 05/29/2008 (cdqjia)
- Returned by ORA, created on 05/29/2008 (cdajic)
- Rejected by SHERWIN, JOSEPH R., created on 05/29/2008 (cdaiie)

The "Review history" table shows a single entry:

Date	Reviewer	Decision	Comments
06/24/2008	HAMMOND, SHEA D	Approved	

The left sidebar contains a "See more" link with a right-pointing arrow and a list of navigation options including "Submissions History", "My approvals", "System administrator", "ORA administrators", "Board Members", and "Resources".

A text box at the bottom of the screenshot contains the following text:

"Printer Friendly" option puts all protocol info on one page.
"View Protocol Details" takes you tab by tab.
This option gives you the approval page at the end.

Electronically Signing

The screenshot shows a web browser window displaying the IRB submission system. The browser's address bar shows the URL: <https://www.apps.isc-seo.upenn.edu/?fastButtonId=PS7R1L18>. The page title is "Protocol - Approver review".

The interface includes a navigation menu at the top with tabs: Basic Info, Personnel, Bio, Sponsors, Sites, Protocol, Populations, Procedures, Consent, Risk/Benefit, and Confirmation. The "Protocol" tab is currently selected.

The main content area is titled "Protocol - Approver review" and contains the following sections:

- Additional forms or documents:** A message states "There are no documents attached for this item."
- Comments:** A text input field for adding comments.
- Action buttons:** "Back", "Approve", and "Reject".

Annotations on the screenshot include:

- A large teal arrow pointing to the "Comments" text box with the text "Comments are Optional".
- A large teal arrow pointing to the "Approve" and "Reject" buttons with the text "Click to Approve or Reject".
- A teal arrow pointing to the "Approve" button.

The left sidebar contains the "IRB Submission" menu with options such as "My submissions", "My approvals", "System administrator", "ORA administrators", "Board Members", and "Resources".

At the bottom of the page, there is a footer with contact information: "Send questions or comments about this site to: hsera_help@pobox.upenn.edu - Please do not include confidential information in your Email." and a copyright notice: "Copyright © 2007, University of Pennsylvania. All rights reserved."

Successful Sign-Off

The screenshot shows a web browser window with the address bar displaying `https://www.apps.isc-seo.upenn.edu/ - IRB New Submission - Windows Internet Explorer`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features a blue navigation bar with a help icon, the text "Help | Documentation", and a "Log out" button with a red 'X' icon.

The main content area has a white background and displays the following information:

- Request Has Been Submitted** (in red text)
- Your request has been submitted.
- The confirmation number for this submission is: *cdhbbj*
- A "Next" button

At the bottom of the main content area, there is a footer with the text: "Send questions or comments about this site to: hsera_help@pobox.upenn.edu - Please do not include confidential information in your Email. Copyright © 2007, [University of Pennsylvania](http://www.upenn.edu). All rights reserved."

The left sidebar is dark blue and contains the Penn University of Pennsylvania logo and the text "IRB Submission". Below this, it says "Welcome COOPER, PATRICIA M" and lists several menu items under expandable headers:

- My submissions**
 - Create
 - Manage drafts
- Submissions History**
 - Recent
 - All
- My approvals**
 - View pending
 - View history
- System administrator**
 - Reroute submissions
 - Find submissions
 - Admin console
- ORA administrators**
 - Assign to IRB admin
 - Find submissions
 - Assign to IRB
- Board Members**
 - Find submissions
- Resources**
 - IRB Homepage
 - IRB Deadlines
 - IRB Forms
 - ORA Important Links
 - Penn Online Directory

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Mi...", "Production...", "Institution ...", "Alex1 - Mi...", "Flash Jum...", "https://ww...", and "Microsoft P...". The system clock shows "9:43 AM".