FAU IRB NOVELUTION
Submission Workflow & Statuses

When you create a new project in Novelution, you'll be able to see the project status in the workflow in two different places.

The first is up at the top in the project details panel. You'll see in the status column that the status is "Draft, Submission Pending"

Review Type	Stage	Status	End Approval Date	Informed Consent
Not yet determined	Initial Protocol Application	Draft Submission Pending	N/A	

The second place is using the Requirements link from the Panel Shortcuts to the requirements panel which provides a detailed view of the entire IRB workflow process.

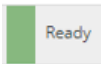The status you're currently in will be noted in bold.

 A green "Ready bar" means that it's possible to complete this action.

For instance, in the example above, the system is ready for the project to be submitted and a submission can be made at any time once all submission requirements are met.
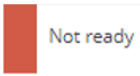
 A red "Not Ready" bar means these are actions that cannot be taken.

Since the workflow follows a sequence, items are Not Ready when those items that precede it have not been completed. For instance, the PI cannot certify a project that has not yet been submitted.

All members of the research team, including the PI, will receive a task email informing them of the actions they must take for the project to continue to move forward.

Note: there should be a name listed for the Approval by Unit Head or Department Chair. If no name is listed, contact the IRB Office to address this issue.

Status	Requirement	Completion State	Revision	Completed by	Completed Date	
Draft Submission Pending	Submit Protocol	✔Completed	#1.1	Martinez, Judith	08/15/2023 2:50 PM	•••
PI Certification Pending	Certify Protocol (PI)	✔Completed	#1.1	Martinez, Judith	08/15/2023 2:50 PM	•••
Pre-submission Requirements ❓	Approval by Unit Head:	Ready				•••

The IRB Office will not receive your submission until all of the actions before it have been completed. You'll know your submission has reached the IRB Office when the Status is "IRB Review Pending"

IRB Review Pending ❓	IRB Admin Assignment	Ready	•••
	IRB Admin Processing	Not ready	•••

You'll also see when an IRB Admin has been assigned to your project. This will be the point of contact between you and the IRB Reviewers as applicable for the workflow of your project.

IRB Review Pending ❓	IRB Admin Assignment	✔Completed	#1.1	Martinez, Judith	08/15/2023 3:06 PM	•••
	IRB Admin Processing: Judith Martinez	Ready				•••

The status "IRB Admin Processing" covers the entire review process including assigning to IRB members or to a full board meeting as applicable. In other words, though the status is "IRB Admin Processing" it is possible that your project is out for review by a reviewer during this stage.