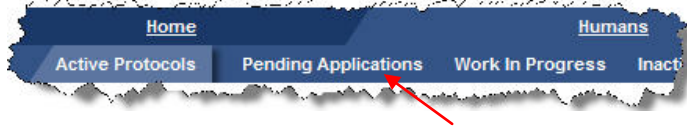


## Launching and Reading Submission History

1. Login to Insight and click on the **go to Humans** button
2. Click the Pending Application tab



3. Locate the submission and click the Submission History icon

Protocol #	PI Name	Title	Sponsor Name	Forms ID	Date Received	Board	Pending	Review Type	Meeting Date	Review Status	Approval Expires	Lock Status	Submission History
2013P002437	Connor, Daniel	test 1234	None	IR	12/23/2013		Admin Review						

4. Submission History will open and look like the following.

Summary View | Detailed View

Action Complete    Action Pending  
 Status: TimeStamp | Full Name | UserName | Email | Phone

- Start
  - Submitted: 12/23/2013 10:48:03 AM | Connor, Daniel | DGC5 | [dconnor@partners.org](mailto:dconnor@partners.org) | 617-424-4103 Indicates application has been submitted
- PI Sign Off
  - Approved: 12/23/2013 10:48:41 AM | Connor, Daniel | DGC5 | [dconnor@partners.org](mailto:dconnor@partners.org) | 617-424-4103 Indicates if the PI has signed off
- HRO Intake
  - Action Completed: 12/23/2013 11:02:50 AM | Ryans, Linda | LMR11 | [lryans@partners.org](mailto:lryans@partners.org) | 617-424-4104 Indicates if the IRB has accepted for review
- Expedited Reviewer
  - Action Completed: 12/23/2013 11:04:05 AM | Not Available | Not Available | Not Available | Not Available Indicates if IRB has completed the review
- Final Results Reviewer SignOff
  - Action Completed: 12/23/2013 11:04:34 AM | Ryans, Linda | LMR11 | [lryans@partners.org](mailto:lryans@partners.org) | 617-424-4104 Indicates if IRB has published the review letter
- Submitter Review
  - Approved: 12/23/2013 11:05:29 AM | Connor, Daniel | DGC5 | [dconnor@partners.org](mailto:dconnor@partners.org) | 617-424-4103 Indicates if PI/Study staff have responded to IRB review
- PI Sign Off
  - Approved: 12/23/2013 11:06:14 AM | Connor, Daniel | DGC5 | [dconnor@partners.org](mailto:dconnor@partners.org) | 617-424-4103 Indicates if the PI has signed off
- HRO Intake
  - Action Completed: 12/23/2013 11:07:36 AM | Syllien, Fred | FS051 | [fsyllien@partners.org](mailto:fsyllien@partners.org) | 617-424-4124 Indicates if the IRB has accepted for review
- Expedited Reviewer
  - Action Completed: 12/23/2013 11:08:53 AM | Not Available | Not Available | Not Available | Not Available Indicates if IRB has completed the review
- Final Results Reviewer SignOff
  - Action Completed: 12/23/2013 11:09:33 AM | Syllien, Fred | FS051 | [fsyllien@partners.org](mailto:fsyllien@partners.org) | 617-424-4124 Indicates if IRB has published the review letter
- End
  - Approved: 12/23/2013 11:09:38 AM Indicates IRB has approved application