

How to Check the Status of Your Submission

This document will guide you through the process of checking on the status of your submission. The process is the same regardless of submission type.

Please note, while we can provide a general time frame (presently the average submission review time is **4-8 weeks**), we cannot provide exact dates. Submissions are reviewed on a **first-come, first-serve basis**.

STEP 1: Login to eRA

1. Navigate to <https://era.cu.edu> in Internet Explorer.
2. Click the **Login** tab on the left side of the screen and enter your CU Identkey username/password, and select "Boulder" as the Campus.
3. Click the **Login** button.
4. Upon successful login, the **My Open Action Items** screen will appear.

STEP 2: Locate the Existing Protocol

1. In the **My Open Action Items** screen, click the **My Human Subjects** tab in the menu on the left of the screen.
2. Under the **My Human Subjects** menu click the **"Show/List"** link. This will display the list of studies for which you are the principal investigator (PI).



3. In the list, locate the study for which you would like to check the status. Click the  icon to open the study.

This screenshot shows the 'Results' screen with 23 protocols found. The table below is a representation of the data shown in the screenshot:

Actions Number	Title	Sponsor/PI/Department	Quick Status	Delete
11-0090 Start:	Infoed Test CU Issue 546	Tester PI 10167 -- CHEMISTRY		
11-0472 Start:	test	Tester PI 10167 -- CHEMISTRY		
11-0475	Test Protocol: Refresh from Production - 09/23/2011 Some additional			

A red arrow points to the 'Show/List' link in the left-hand menu, and another red arrow points to the document icon in the second row of the table.

Attention Co-Investigators and Research Coordinators

The study will not be listed on your **Show/List** screen. To find the study click the **"Search For"** link under the **My Human Subjects** menu. In this screen, enter an identifier in an appropriate search field such as the protocol number in the Protocol Number field or the PI's last name in the PI field. Click the **Open/Locate** button. When you have located the correct study, click the  icon to open it.

- After opening the study, the **Submissions** screen for that study will be displayed. Here you will find all of the previous eRA submissions and the status of each submission listed.

In the table, locate the submission type you are checking on. The current status message is listed in the corresponding Status column for the type you identified.

Type	Submitted on	Status	Approved From	Approved To	Review Date	Open	Delete
Continuing Review	07-Dec-2011	Awaiting Faculty Advisor Review					
Amendment	06-Dec-2011	Approved	07-Dec-2011	06-Dec-2012			
Initial Application	25-Oct-2011	Incomplete					
Response to Incomplete	06-Dec-2011	Approved	01-Dec-2011				

The following table explains common status messages you may see:

Status Message	Description
In Development	You are working on a submission and it has not been sent to the IRB.
Awaiting Faculty Advisor Review	You are waiting for your faculty advisor to review and either approve or disapprove your submission.
IRB Intake	The submission has successfully been sent to the IRB.
Pending Review	The submission is with a Reviewer but a decision has not yet been made.
Scheduled for XXX Review	The submission has been scheduled for a specific type of review.
Completed	The submission has been reviewed and the principal investigator (PI) has been notified.
Approved	The submission has been approved by the IRB.
Modifications Required	The submission required modifications before review may continue.
Incomplete	The submission is incomplete.
Deferred	The submission requires further review at a later convened meeting.

- When finished, click the [Done](#) icon in the upper left corner of the screen to close the study.
- Back in the **My Open Action Items** screen, click the [Exit](#) icon in the upper left corner of the screen to completely exit out of eRA.

If you would like to provide feedback regarding the use of eRA please take a moment to complete this anonymous [survey](#).