



Office of Research Integrity  
UNIVERSITY OF COLORADO **BOULDER**  
INSTITUTIONAL REVIEW BOARD

# BOULDER IRB eRA InfoEd

## Check Submission Status

Last Update: 23 October 2019

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### Preface:

This guide explains how to check the status of your submissions in the eRA system. The process is the same regardless of submission type. The average submission review time is **2-8 weeks**. Submissions are reviewed in the order in which they are received.

If you encounter problems in the eRA system, such as error messages or performance issues, please contact the eRA Helpdesk at [erahelp@colorado.edu](mailto:erahelp@colorado.edu).



**Step 1:** Go to <https://era.cu.edu/login.asp>

**Step 2:** From the dropdown, select **Boulder**.

**Step 3:** Login with your **Username** and **Password**.

Upon successful login, the **My Open Action Items** screen will appear.

University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Login SPIN

## Electronic Research and Administration (eRA)

Select your campus to login:

Choose One

### Four Campuses, One University

The University of Colorado is a public research university with multiple campuses serving Colorado, the nation and the world through leadership in high-quality education and professional training, public service, advancing research and knowledge, and state-of-the-art health care. Each campus has a distinct role and mission as provided by Colorado law.

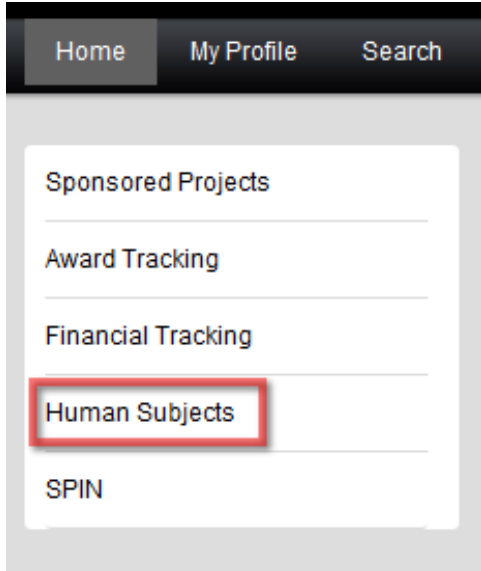
**The browser we detected is unsupported and may result in unexpected behavior. Please choose from our list of supported browsers below for the best experience.**

Supported Browsers	
Chrome:	38 through 45
Internet Explorer:	9, 10, 11
Firefox:	33 through 41
Safari:	7, 8

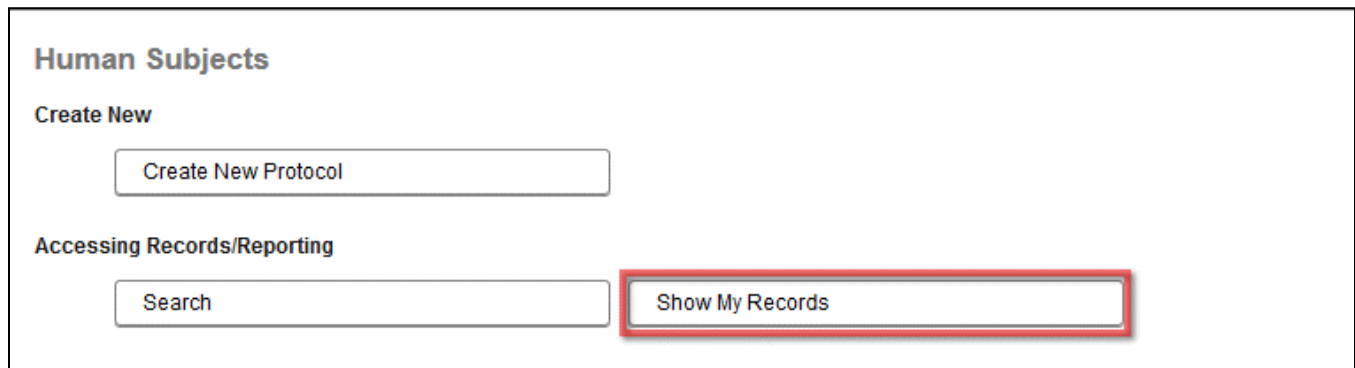


## Step 4: Open the Protocol

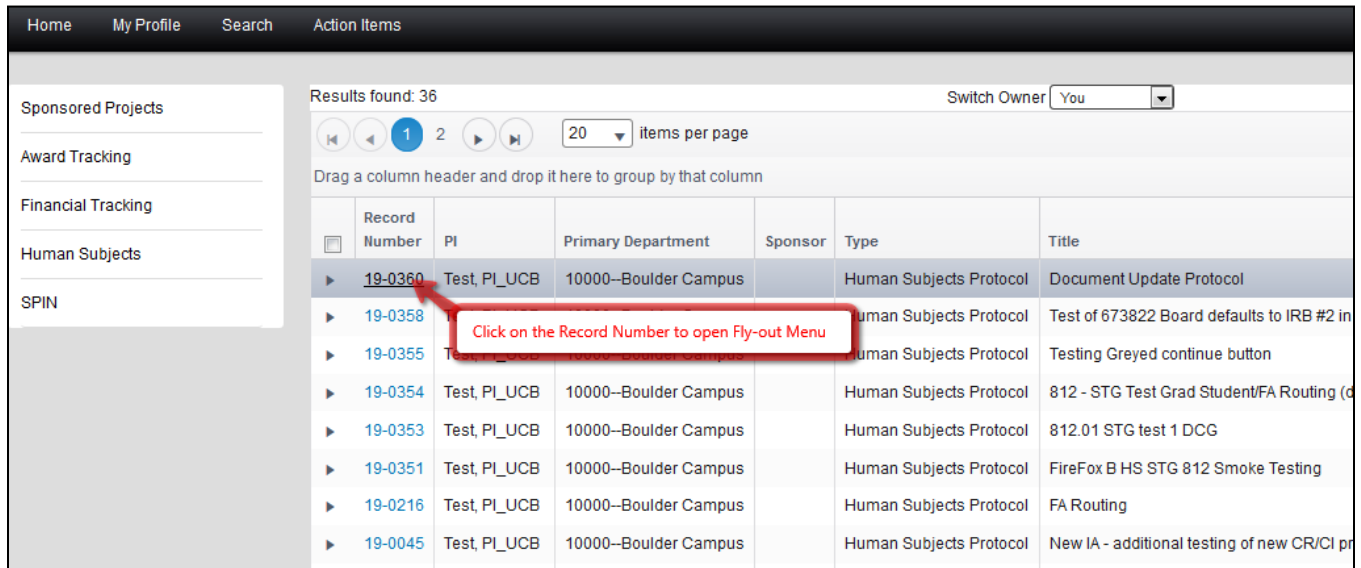
1) On the *Home* screen, click **Human Subjects** in the menu on the left of the screen to access the Human Subjects menu.



2) Click **Show My Records**. The screen will refresh and you will see a list of your protocols.



3) Click the **Record Number of the Protocol** you want to open and a fly-out menu will appear.



The following options are available:

To create a new submission, continue work on or edit an existing submission, or to respond to a request for modifications or an incomplete submission, **Hover** over the *Edit* option, then **Click** on the Master Record link. If no changes need to be made, you may use the *View* option instead.



6) In the Submissions table, locate the desired submission. The current status will be listed in the **Determination** column for the submission.



Type	Internal ID	Submission Date	Determination
Amendment	N/A	12-Nov-2017	Modifications Required
Response to Modifications	N/A	03-Dec-2017	IRB Coordinator
Initial Application	N/A	N/A	Modifications Required
Response to Modifications	N/A	27-Aug-2017	Modifications Required
Response to Modifications	N/A	10-Sep-2017	Approved

Possible statuses and their respective descriptions are listed below:

- **Approved:** The submission was approved by the IRB.
- **Awaiting Faculty Advisor Review:** The submission is waiting for your faculty advisor to review and either approve or disapprove your submission.
- **Completed:** The submission was reviewed and the principal investigator (PI) has been notified.
- **Deferred:** The submission has been reviewed and the convened IRB panel requires more information to make a determination about the study. A response is required. The response submission will be reviewed at a later convened meeting.
- **Disapproved:** The submission was denied by a convened IRB panel.
- **Exempt:** The submission has received exempt determination by the IRB.
- **IRB Coordinator:** The submission has been assigned to a reviewer but a decision has not yet been made.
- **In Development:** You are working on a submission and it has not been sent to the IRB.
- **Incomplete:** The submission is incomplete. A response is required.
- **IRB Intake:** The submission has successfully been sent to the IRB and is awaiting review.
- **Modifications Required:** The submission requires modifications before the review may continue. A response is required.
- **Pending Review:** The submission is with a reviewer but a decision has not yet been made.
- **Scheduled for XXX Review:** The submission is scheduled for a specific type of review (Full, Expedited or Exempt).

**Step 7:** Click the **Done** button to close the window.

**Step 8:** Click the **Logout** link in the top right corner to exit eRA.