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.
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.
Step 4: On the **My Open Action Items** screen, click **Human Subjects** in the menu on the left of the screen to expand the list, then click the **Show/List** link. A new window will open. – The screen will refresh and you will see a list of your protocols.

Step 5: Click the folder icon 📂 to open the desired protocol. – A new window will open to the **Submissions** screen where you will see all of your previous eRA submissions in the Submissions table.

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

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.