UICC Clinical Trials Office UIC Research PI Submission Instructions

Below is the email you will receive from UICC CTO Regulatory staff. Click on the link in the email to submit your study. The way you submit your study is slightly different depending upon whether the UIC IRB is reviewing the study or whether another IRB (WCG, CIRB, another institution's IRB, or another central IRB) is the IRB of record for the study. The email will tell you which type of submission it is and give instructions for how to submit that type of submission. Screenshots are included below to show you what to expect for each type of submission.

Study Submission Email Example:

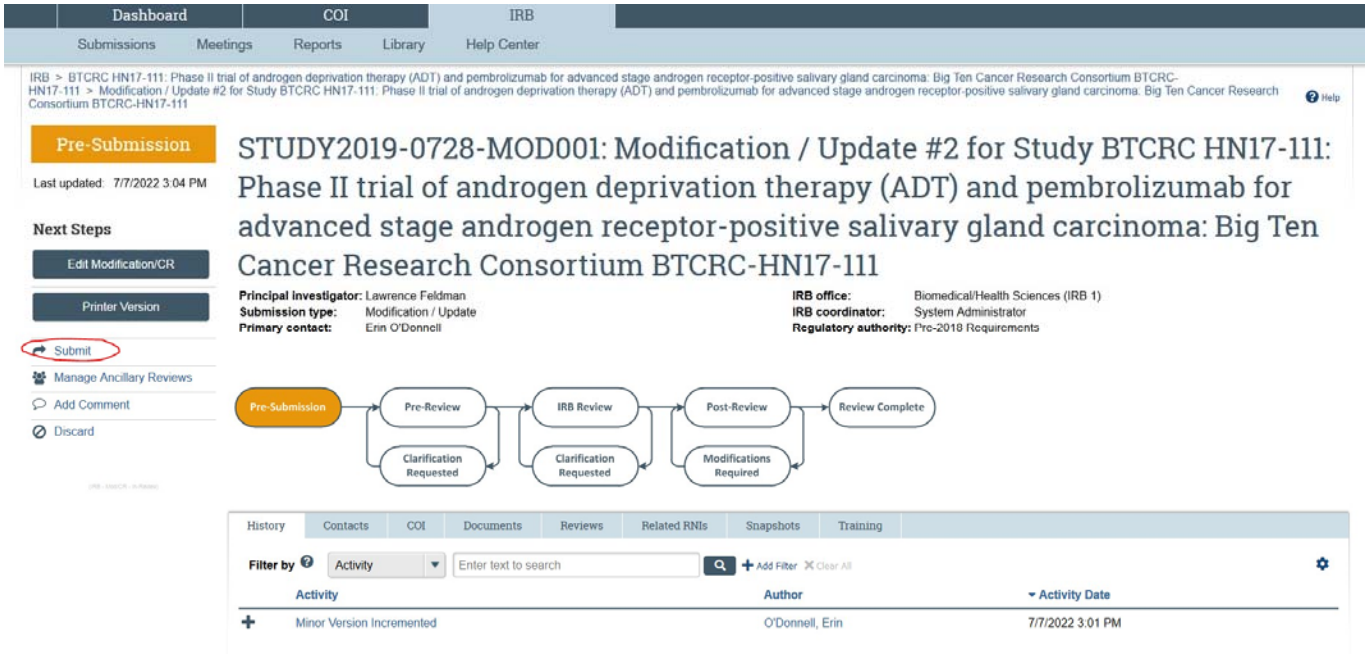
Please submit the (CR, Amendment, study #) in the UIC Research Portal. Click on the link below to access the submission:

https://uicresearchirb.huronresearchsuite.com/IRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[92F2F033038011ED7B990282AF565000]]

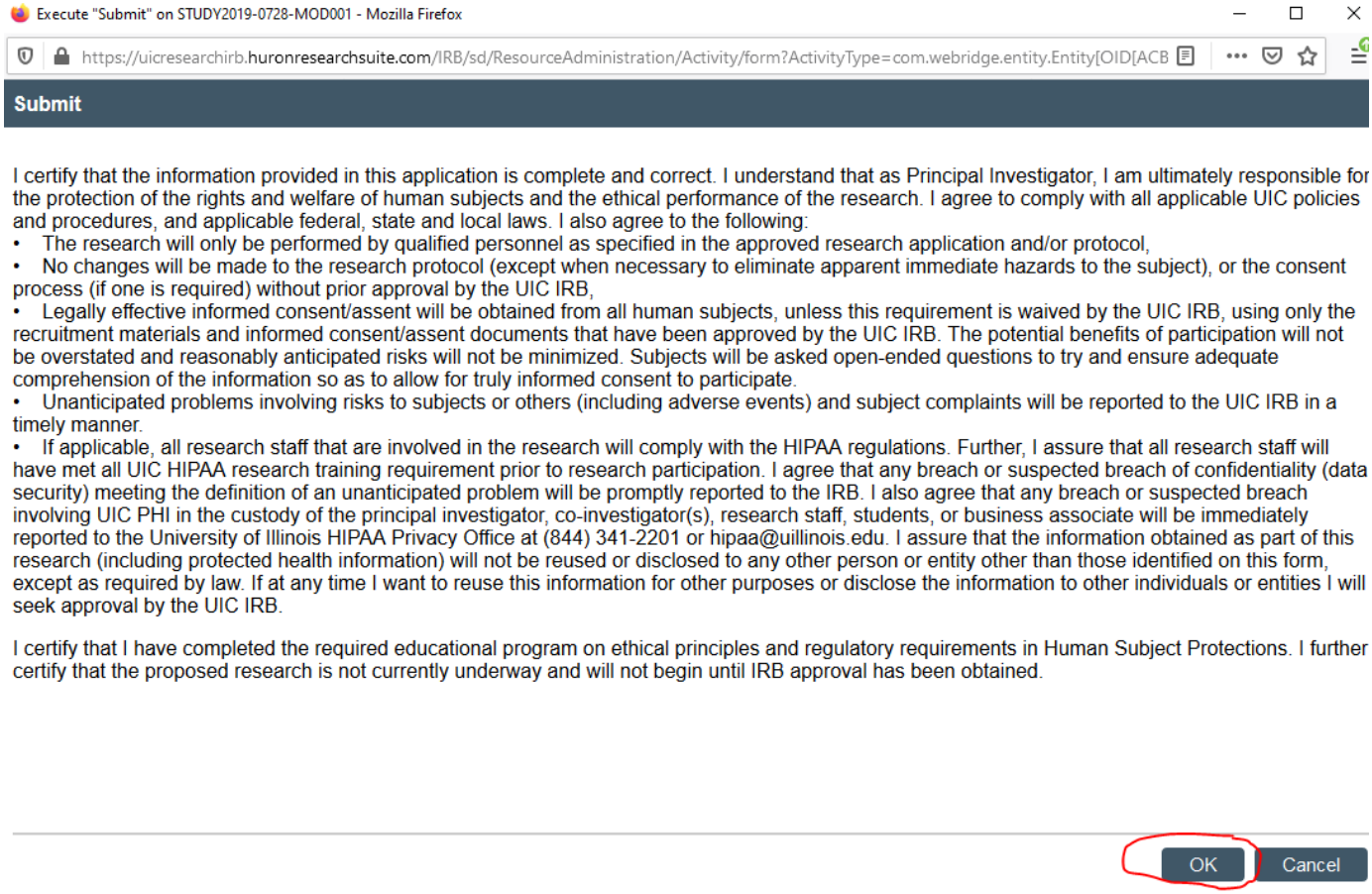
Log in with your UIC network credentials. On the study page, click on ("**Finalize Updates**" or "**Submit**") on the left hand side. You will then go to the "Submit" page. Click on "OK" on the bottom right to complete the submission.

UIC IRB Reviewed Study:

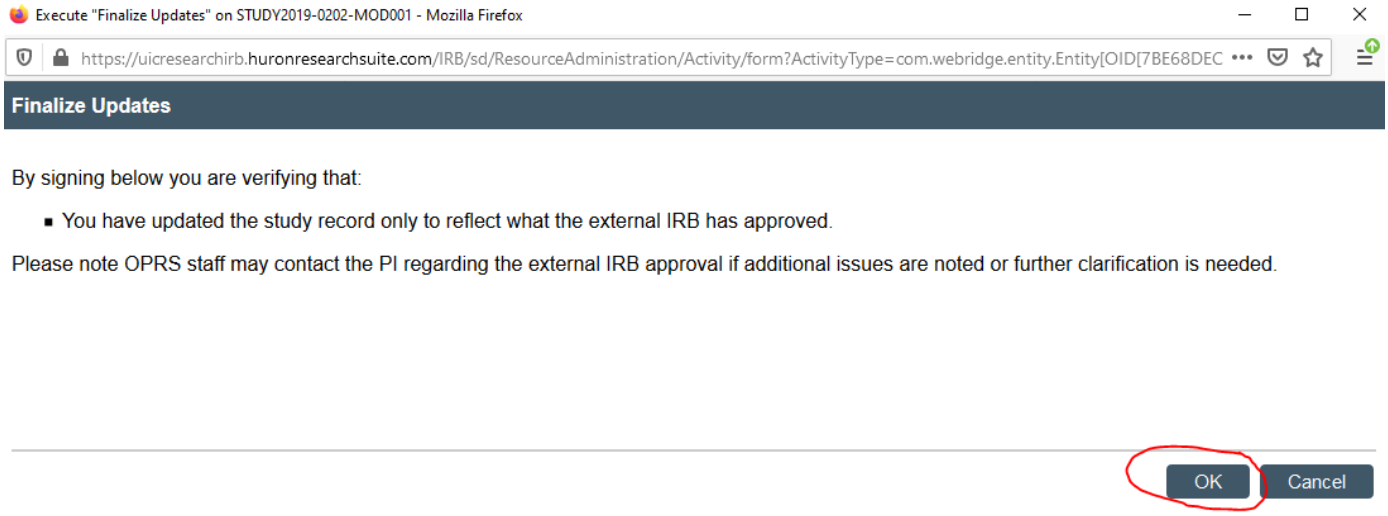
After using the link from your email, you will need to enter your UIC NET ID then you'll be directed to the study page where you will click "Submit" on the left hand side of your screen:



If there are no errors within the submission, a new window will populate certifying the submission. Click "OK", bottom right, and you have finished submitting:



External IRB (i.e. CIRB, WCG, sIRB):

After using the link from your email, you will need to enter your UIC NET ID then you'll be directed to the submission where you will click "Finalize Updates" on the left side of your screen:

If there are no errors within the submission, a new window will populate certifying the submission. Click "OK", bottom right, and you have finished submitting: