

# Click IRB Quick Guide

## Communicating with Click



One benefit of Click IRB is that it provides automatic email notifications to the PI, Proxies, and the Primary Contact. Compared to the legacy system, there is increased visibility of the review process via the workflow bubbles and the contents of requests from reviewers and responses, which any study team member can view. There is also increased efficiency, with all study communications stored in one place.

This chart shows the various communication triggers and types, compared with the legacy system, at each stage of the review process.

More info needed from PI?	System	Pre-Review State	IRB Review State	Post-Review State
YES	Legacy	Receipt of email from HSPP analyst	Receipt of email from HSPP Analyst or IRB Committee member	Receipt of email from IRB Analyst with attached determination letter
	Click IRB	<ul style="list-style-type: none"> <li>Receipt of email with "Clarification Requested"</li> <li>Change in Click sub-state to "Clarification Requested (Pre-Review)"</li> </ul>	<ul style="list-style-type: none"> <li>Receipt of email with "Clarification Requested"</li> <li>Change in Click sub-state to "Clarification Requested (IRB-Review)"</li> </ul>	<ul style="list-style-type: none"> <li>Receipt of email with link to determination letter in Click</li> <li>Change in Click state to "Modifications Required"</li> </ul>
NO	Legacy	No communication	No communication	Receipt of email with your approved submission attached
	Click IRB	Change in Click state to "IRB Review"	Change in Click state to either "Non-Committee Review" or "Committee Review"	<ul style="list-style-type: none"> <li>Receipt of email with link to approved submission in Click</li> <li>Change in Click state to "Review Completed"</li> </ul>