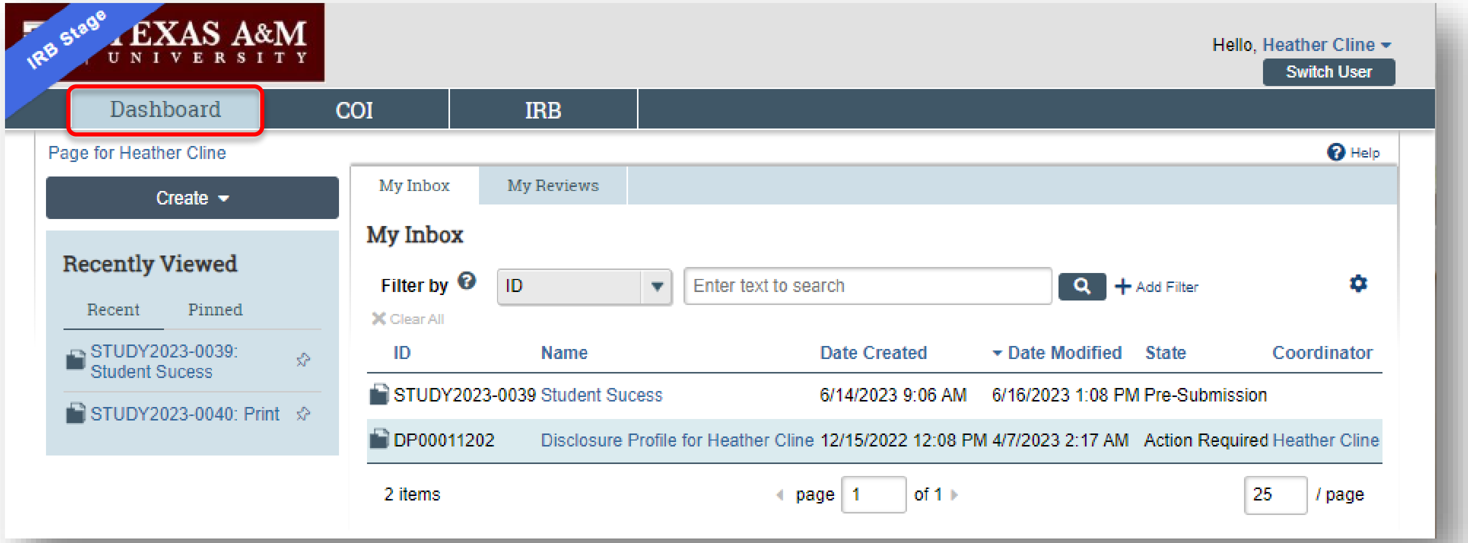
Navigating Huron: The Basics

Human Research Protection Program

This PowerPoint will give you a quick overview of how to navigate your Dashboard, Study Workspace, and IRB Workspace.

Dashboard

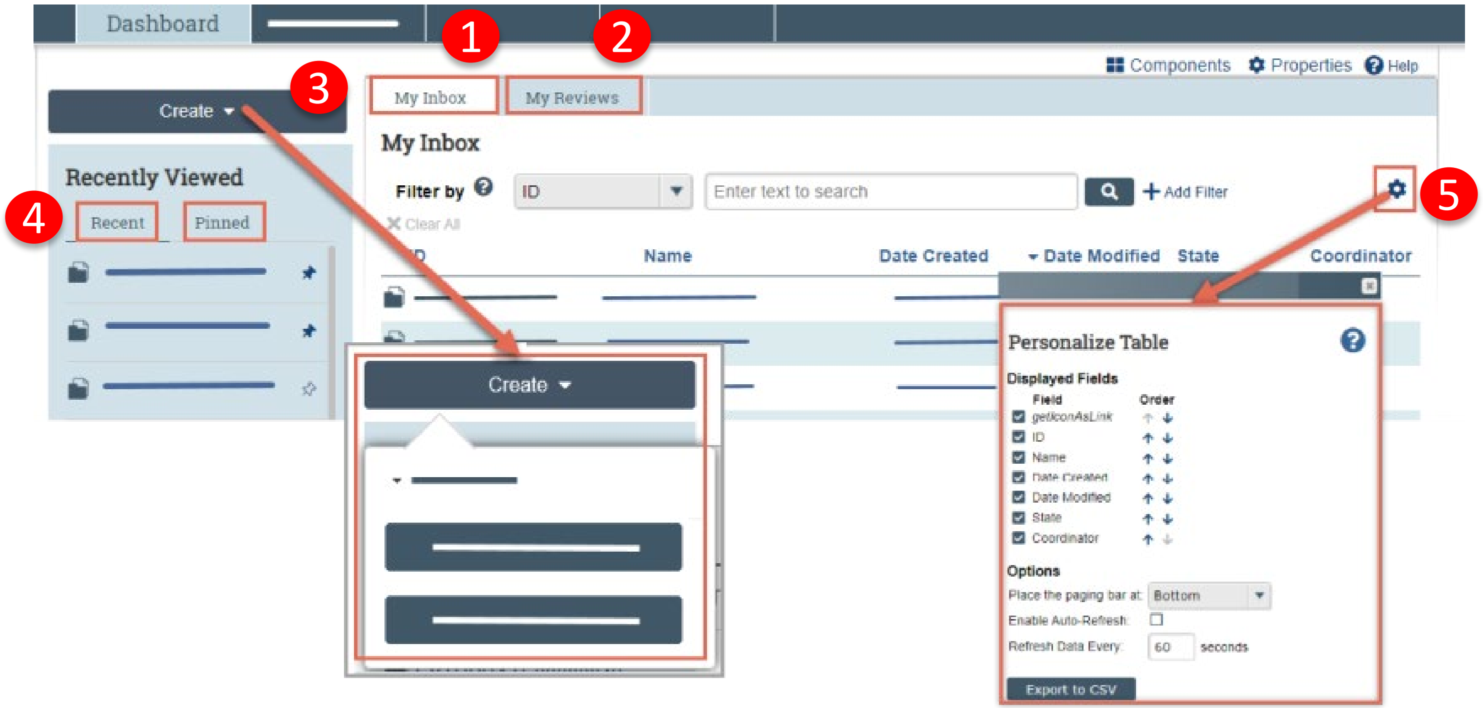
When you log into Huron, your landing page will be your **Dashboard**. Your Dashboard is the starting point for finding items that need your attention and performing some basic tasks.



Navigating the Dashboard

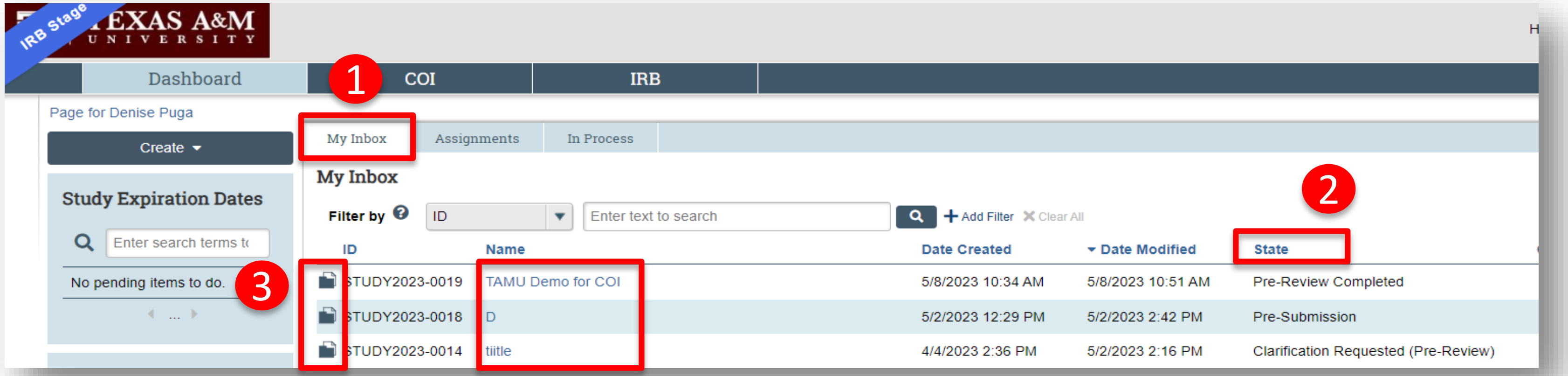
From your Dashboard, you will see:

1. **My Inbox**: Will list items that require you to take action.
2. **My Reviews**: Items assigned to you to review. These are a subset of the items in My Inbox.
3. **Create menu and buttons**: Actions you can perform from your Dashboard, including Create New Study and initiate a Report New Information form.
4. **Recently Viewed**:
   - **Recent**: The last several items you viewed. Scroll through this list to find an item you worked on recently.
   - **Pinned**: You can pin items in the Recently Viewed section for quick and easy access. This is where those pinned items are listed.
5. **Personalize Table**: You can alter the tables displayed on the dashboard by using the Personalize Table gear icon.



From your Dashboard you can identify what actions are needed

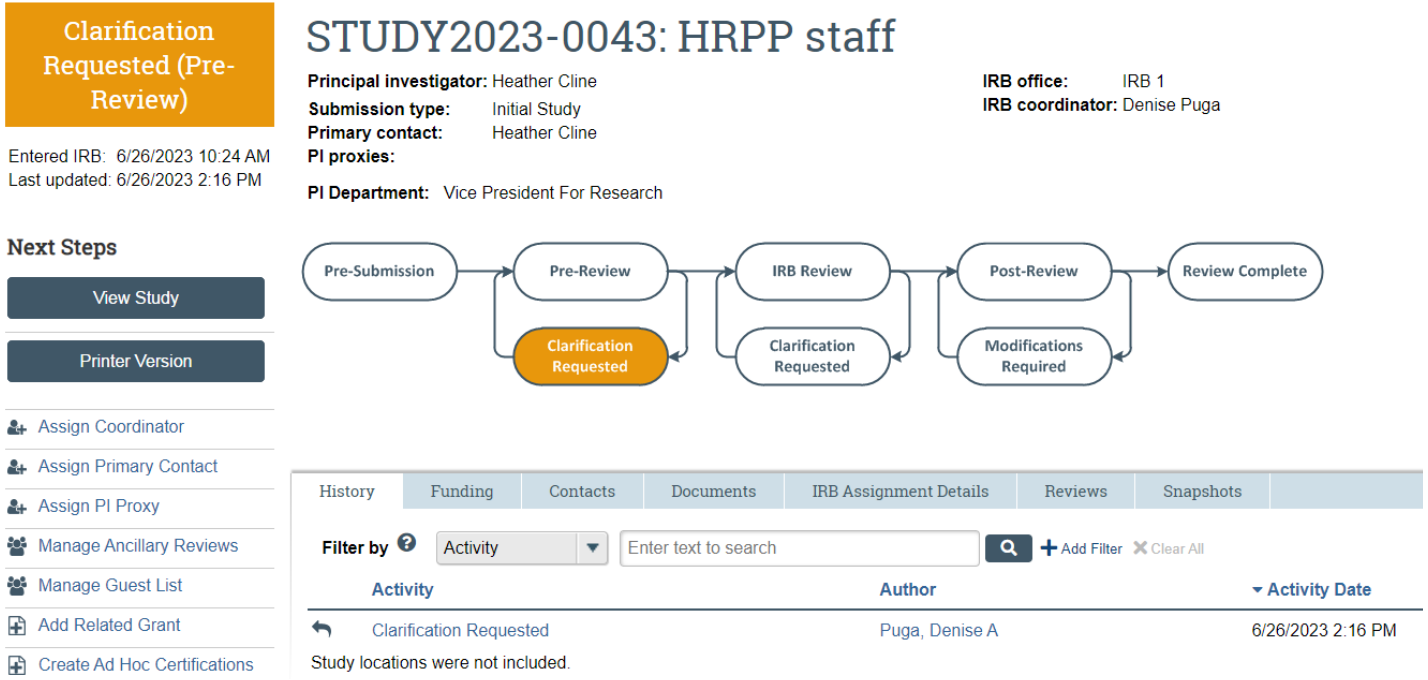
1. From your Dashboard, you can identify if there are any actions needing your attention by reviewing the state of your submissions in **My Inbox.**
2. The **state** of a submission gives a clue as to what to do next. For example, “Pre-Submission” means you haven’t submitted the study, and “Clarification Requested” means that you are being asked to provide additional information on your pending submission.
3. To open your submission and continue working on it, select either **the folder icon** or the **name** of your study.



Study Workspace

Once you open your submission, you will be led to your **Study Workspace**.

Your Study Workspace allows you to edit your application, submit forms (e.g., modifications, reportable new information), assign ancillary reviewers, and view the history of your submission. Proceed to the next slide to learn more about the functionality of the Study Workspace.



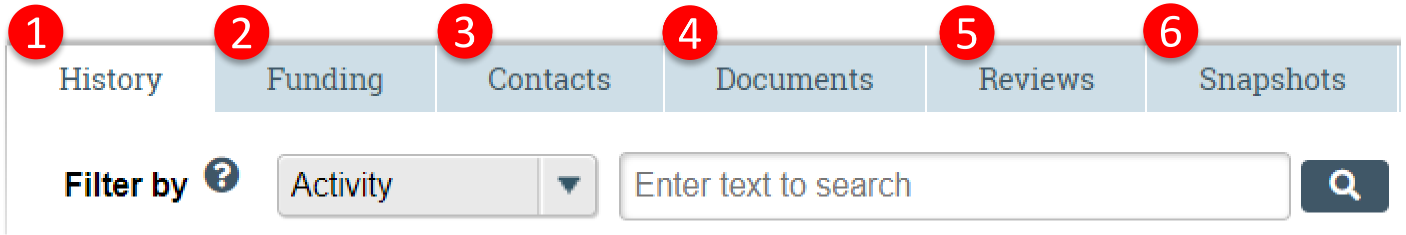
Study Workspace: Submission Workflow

The submission workflow allows you to track the progress of your study.

- **Pre-Submission:** The study has not been submitted to HRPP/IRB for review. The study still sits with the PI /research team.
- **Pre-Review:** The submission is with the HRPP/IRB office for review
- **Clarification Requested**: Clarification is requested, and the submission is open to the study team for response.
- **IRB Review**: The study has been assigned for review by the IRB.
- **Modifications Required**: Modifications are requested by the reviewer(s) prior to final determination.
- **Post-Review**: The study has been reviewed and the determination letter will be generated shortly.
- **Review Complete**: The review of the submission is complete and the study is now active / approved.

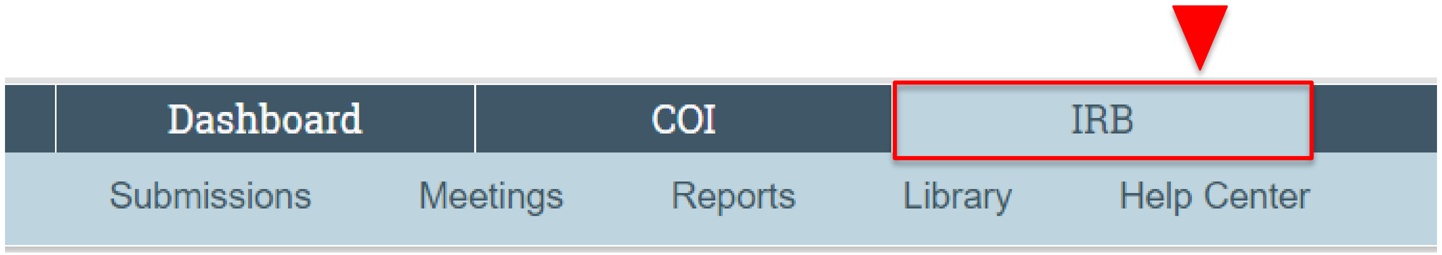
Study Workspace: Basic study information

Use the study workspace navigator to access information about your study.



1. **History**: This tab lists the activity taken on a submission including any comments, attachments, or correspondence added.
2. **Funding**: Provides all funding sources associated with the submission along with related grant information, if applicable.
3. **Contacts**: This tab lists all individuals with study involvement (i.e., PI, Study Team, Other Study Members, Guests).
4. **Documents**: This tab includes all study related and site related documents including documents on drugs, devices, and international research, if applicable.
5. **Reviews**: This tab will list all ancillary reviews including the reviewers' comments, and Reviews containing the latest pre-review, committee and/or non-committee reviews, determinations (e.g., approval date), review/risk level, notes, missing materials, and checklists completed by the reviewers.
6. **Snapshots**: Provides a snapshot of the entire study including attachments submitted at different states of the submission (e.g, approved stated, pre-submission state).

IRB Workspace

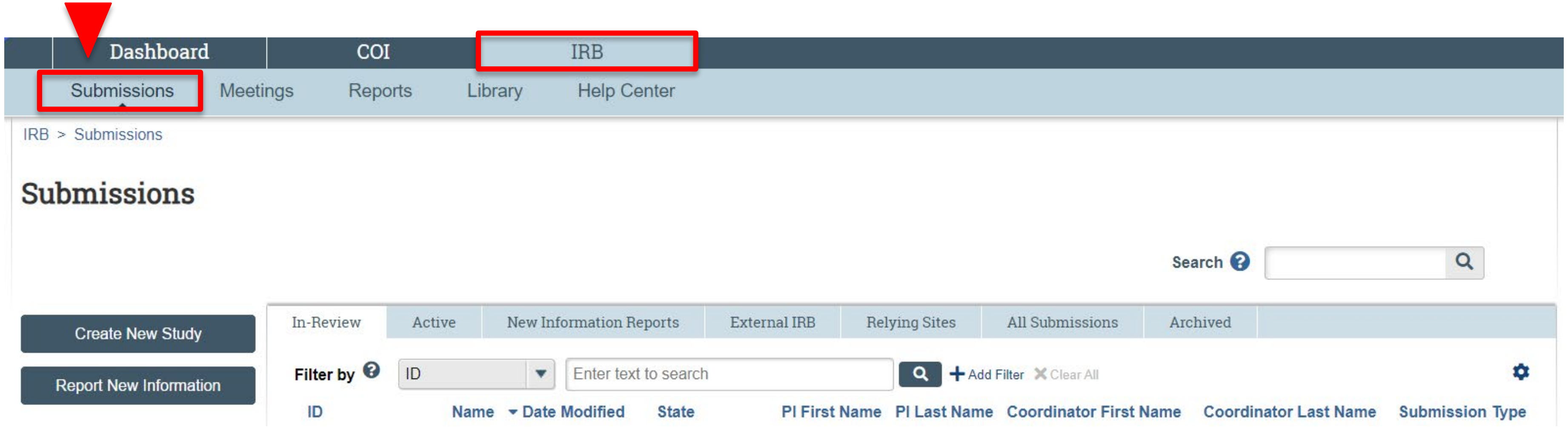


While your Dashboard is a quick and easy way to access submissions requiring your attention, the **IRB Workspace** is your primary source for all things IRB.

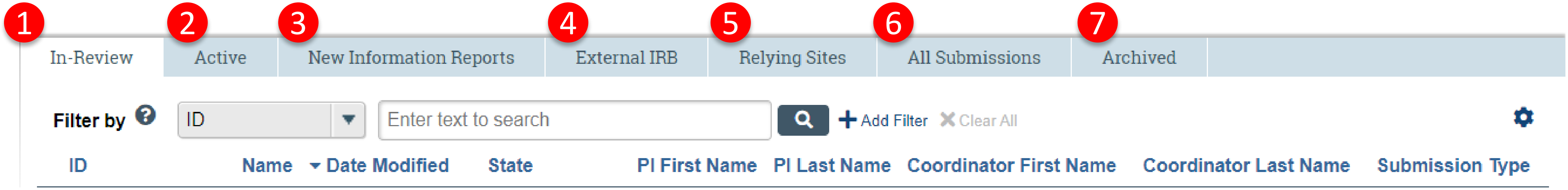
The IRB workspace allows you to see and sort through all your IRB submissions, run reports, access important templates and HRPP guidance documents, and view Huron help tools.

IRB Workspace: **Submission Tab**

The **Submission** tab in the IRB Workspace allows you to view and sort through all your submissions, including but not limited to: your submissions currently undergoing review, active studies for which you are listed as study personnel, and studies managed by an external IRB. The submission tab has a navigation menu that allows you to sort through your submissions. You can learn more about this navigation menu on the next few slides.



Submission tab: **Navigation Menu**



1. **In-Review**: Submissions undergoing IRB review.
2. **Active**: All approved submissions, as well as non-human research, human research not engaged, expired, and suspended submissions.
3. **New Information Reports**: New information reported to the IRB. Report any of the events listed here to the IRB within five (5) working days of the research staff having knowledge of the event.
4. **External IRB**: All studies managed by an external IRB.
5. **Relying Sites**: All participating sites relying on the local IRB as the single IRB of record.
6. **All Submissions**: All submissions, in any state.
7. **Archived**: All closed, disapproved, discarded, and terminated submissions.

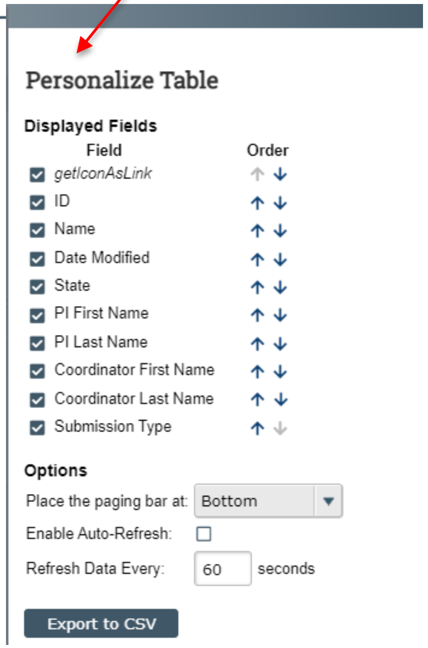
Submission tab: **Navigation Menu**

1. **Filter by**:
   - Filter by allows you to filter columns to show specific data.
   - Note: it's recommended to use the % before the first character typed to get all possible records with the specific characters.
     - Example: %Aggies - this will show all records containing Aggies.

2. **+Add Filter**: Combines multiple filter criteria.

3. **Search**: Allows you to search for any study record.

Submission tab: **Navigation Menu**



1. **Create New Study**: Click to create a new IRB application.

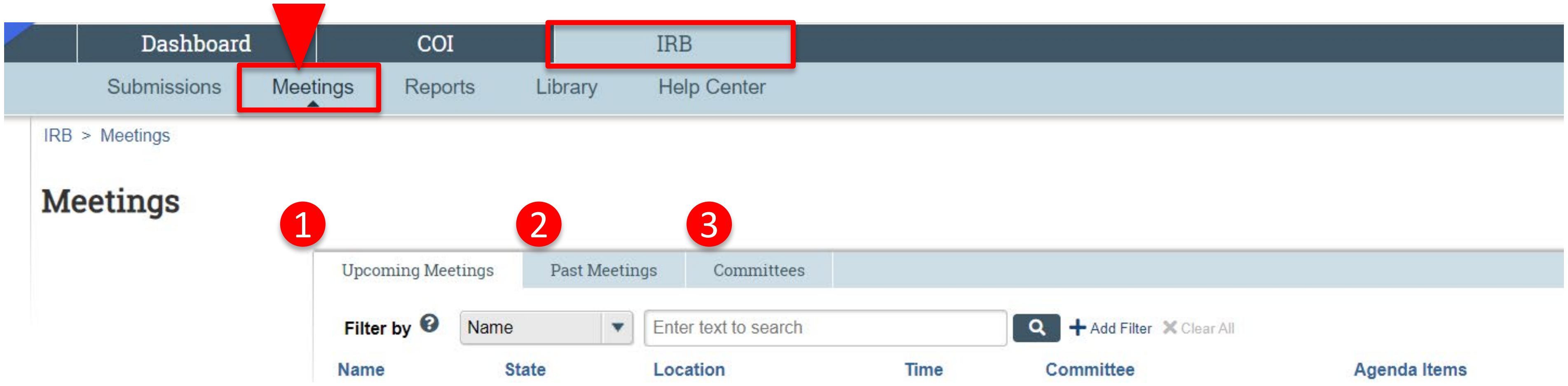
2. **Report New Information**: Click to report any of the events listed here to the IRB within five (5) working days of the research staff having knowledge of the event. This form is also used to submit a study's Administrative Check In.

3. **?**: Provides additional information about the item it is next to. The help button is found through out all submissions.

4. **Personalize Table (Gear Symbol)**: Allows you to move the table headers around to better suit your needs.

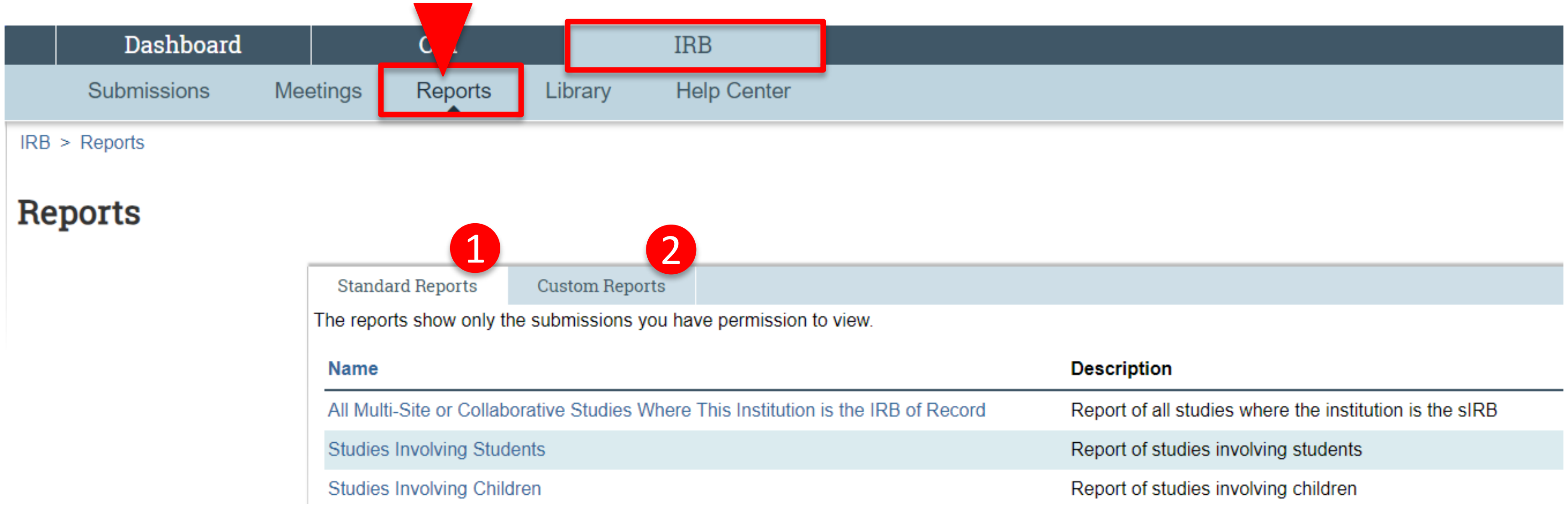
IRB Workspace: **Meeting tab**

The Meeting Tab is for HRPP and IRB members only. This section will be blank for all other users.



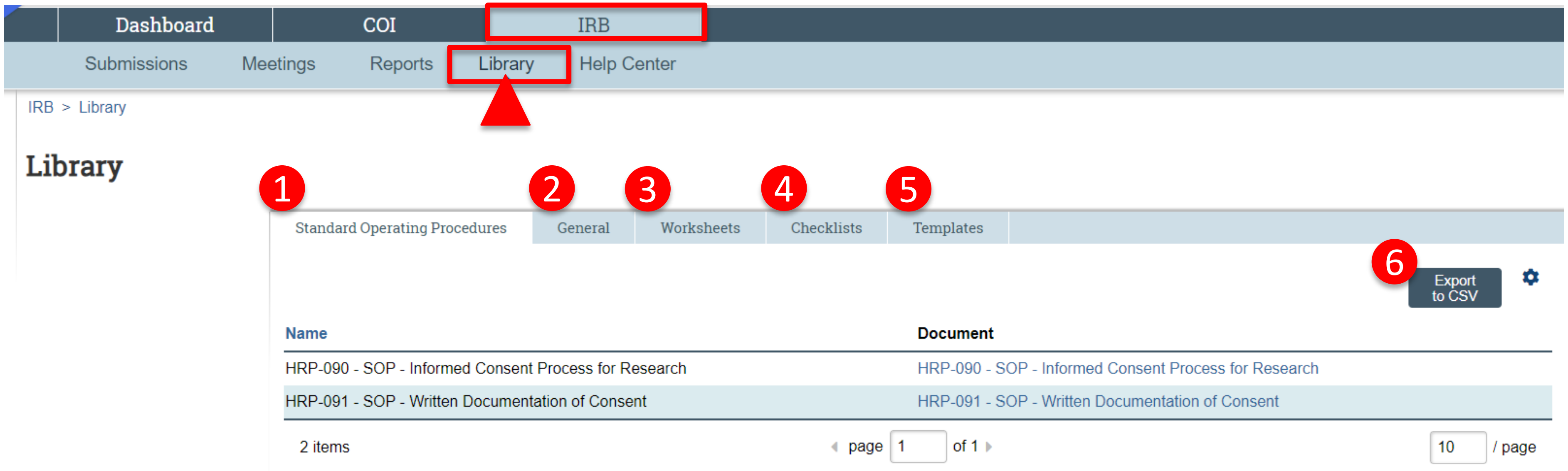
1. **Upcoming Meetings**: If your study is assigned to a meeting, you will be able to see the dates / times of upcoming meetings.
2. **Past Meetings**: If your study was assigned to a meeting, the date / time of that meeting will appear.
3. **Committees**: Lists all members on the IRB.

IRB Workspace: **Reports tab**



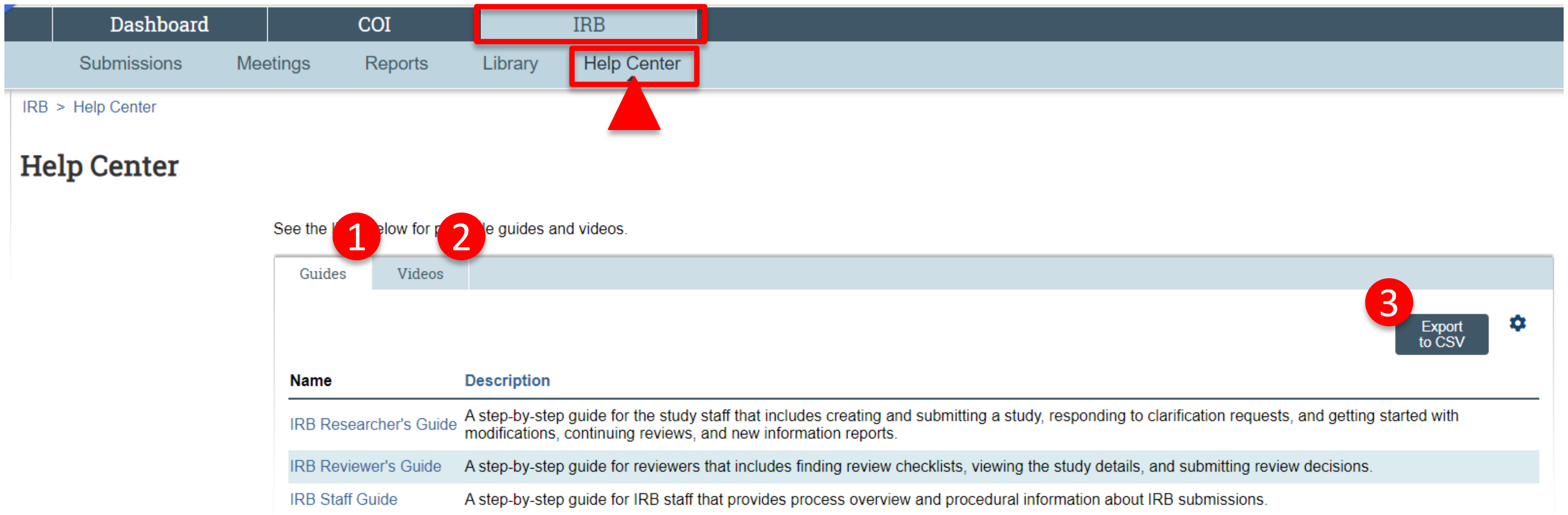
1. **Standard Reports**: Reports provided by Huron that any user can run.
2. **Custom Reports**: Reports created by special request customized to the user, if the report is not already available in standard reports.
    - Note: the reports will only contain submissions that you have permission to view (e.g., submissions where you are the PI / proxy, etc).

IRB Workspace: **Library**



1. **Standard Operating Procedures**: Guides.
2. **General**: Manuals provided by HRPP.
3. **Worksheets**: Determination worksheets for reference.
4. **Checklists**: HRPP Checklists.
5. **Templates**: HRPP templates.
6. **Export to CSV**: Export the Guides in CSV format (text format) to access.

IRB Workspace: **Help Center**



1. **Guides**: Step by step guides.
2. **Videos**: Video for Single IRB Review for Multi-Site Studies.
3. **Export to CSV**: Export the Guides in CSV format (text format) to access.