

Deleting Submission Forms as a Study Team Member

Note: This will only work for submissions that have not been reviewed by an IRB Analyst.

7 Steps [View most recent version](#) 

Created by
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STEP 1

On the homescreen, navigate to All Studies.

The screenshot shows the Jefferson University IRB system interface. At the top, there is a header with the Jefferson University logo, a user greeting for Carmen Rossi, and navigation links for Calendar, Help, Tutorial, My Profile, and a 'Return to your account' button. Below the header, the 'All Studies' section is highlighted with a blue border. It features tabs for 'All', 'Draft', and 'IRB'. A search bar contains the number '1947'. Below the tabs, a table lists studies. The first study is 'A Study of PARP Inhibitor IDE161 in Participants with Advanced Solid Tumors' by Kevin Zarrabi, with status 'Approved - External IRB'. The table has columns for 'Click to open study Dashboard', 'Study Status', 'Review Board', 'RB Number', 'RB Expiration', 'Study Title', 'Study Alias', 'Principal Investigator', and 'Actions'. The 'Actions' column includes icons for Applications, Documents, Forms, Hide, Exempt, Copy, Delete, and Correspond. Below the table, a 'Calendar' section shows a monthly view for February 2024. A 'Back to Top' button is at the bottom right.

STEP 2

Click on Forms.

This is a close-up screenshot of the 'Actions' menu for a study titled 'A Study of PARP Inhibitor IDE161 in Participants with Advanced Solid Tumors'. The menu is a horizontal bar with a dark blue background. It contains several icons and labels: 'Applications' (document icon), 'Documents' (document icon), 'Forms' (document icon with a blue border), 'Hide' (eye with a slash icon), 'Exempt' (minus icon), 'Copy' (document icon), and 'Delete' (trash can icon). The 'Forms' option is highlighted with an orange box, and a tooltip with the text 'Forms' is visible below it.

STEP 3

Click Version List

Advanced Solid Tumors

Version List

Start a new Submission

Edit Incomplete Submissions

1

List of Form Versions

Studies

STEP 4

Find the submission you wish to delete.

If the submission is submitted, but has not been processed, you may retract and delete it.

Jefferson

Account: Carmen Rossi Home(You have switched accounts.)
Department: TJU - SKCC CRO
Path: Home

Calendar ? Help My Profile [Return to your account](#)

My Workspaces

IRB Number: **IRISID-2023-1947**
PI: Zarrabi, Kevin

Study Adding/Removing Study Personnel

Back

Study Status: **Approved - External IRB**

IRB Number: **IRISID-2023-1947**

Study Title: A Study of PARP Inhibitor IDE161 in Participants with Advanced Solid Tumors

IRB Expiration Date: 04/20/2024

Copy Form

Add a New Form

Compare Two Versions

Delete Selected Form(s)

① List of records associated with form: Adding/Removing Study Personnel.
To view previous versions click on the folder icon

5 result(s) found...










	Show Rev	Edit/View	Details	Sub Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Last Modified By	Last Date Modified
<input type="checkbox"/>								Carmen Rossi	02/28/2024 02:40:44 PM	Carmen Rossi	02/28/2024 02:40:44 PM
<input type="checkbox"/>							02/09/2024 03:39:52 PM EST	Andrew Robles	02/09/2024 02:46:46 PM	Kathleen Avender	02/13/2024 03:31:35 PM
<input type="checkbox"/>							12/11/2023 05:27:00 PM EST	Andrew Robles	12/11/2023 09:15:51 AM	Kathleen Avender	12/18/2023 06:31:51 PM
<input type="checkbox"/>							10/06/2023 03:48:43 PM EDT	Andrew Robles	10/06/2023 02:57:25 PM	Kathleen Avender	10/06/2023 04:39:12 PM
<input type="checkbox"/>							08/31/2023 03:27:46 PM EDT	Andrew Robles	08/31/2023 03:20:12 PM	Kathleen Avender	08/31/2023 04:16:39 PM

STEP 5

Click to select the submission form.


to view previous versions click on the version icon.

5 result(s) found...

	Show Rev	Edit/View	Details	Sub. Rounds	Track Location	Process Submission	
<input checked="" type="checkbox"/>							
<input type="checkbox"/>							C
<input type="checkbox"/>							C

STEP 6

Click Delete Selected Form(s)

 **Back**

ants with Advanced Solid Tumors

Add a New Form

Compare Two Versions

Delete Selected Form(s)

Last Modified By

Last Date Modified

STEP 7

Click Confirm.

