Quick Guide:
Find "Acknowledged" Documents

When to Use This Guide
Use this guide to find documents that have been given an outcome of "Acknowledged" by the IRB. This is most often done for post-approval submissions like Protocol Violations, Adverse Events, and Reporting Forms.
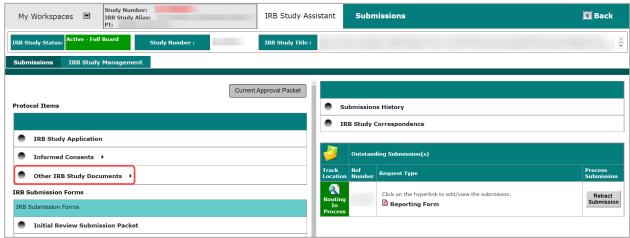
Background
Sometimes, the IRB acknowledges—rather than approves—a submission and its associated documents. More information is available at these links:
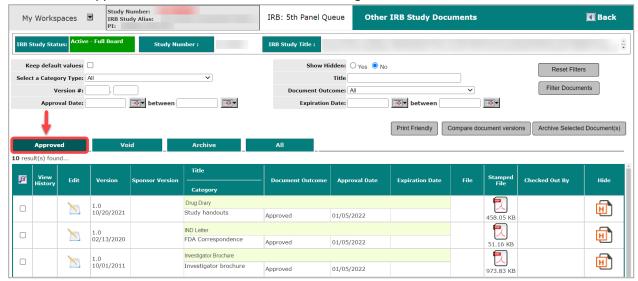
- IRB/HRPP Review of Adverse Event Reports
- IRB/HRPP Review and Definitions

Instructions
1. From the study dashboard, click **Other IRB Study Documents**.
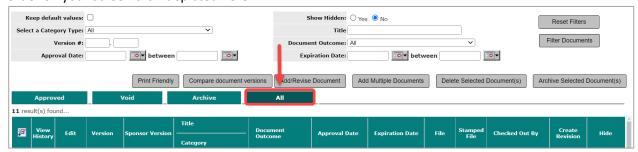

2. The **Other IRB Study Documents** page will likely default to show items under the **Approved** tab. This will show a list of approved items, but it omits the "acknowledged" items.
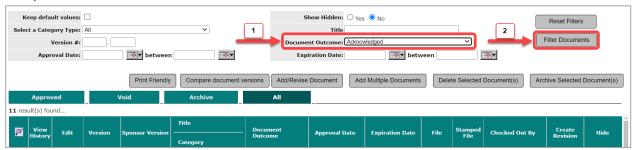
3. Click the **All** tab to see a list of all other study documents. Note: These tabs might appear in a different order on your screen than depicted here.

4. Once you are on the **All** tab, select "Acknowledged" from the **Document Outcome** drop-down menu. Then, click **Filter Documents**.

5. You have now sorted the list of all study documents to show only those which have been given a designation of "acknowledged" by the IRB.