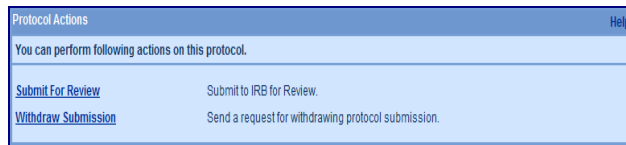


Once the protocol record is completed and all documents required by the IRB for review have been uploaded into the application, then the researcher is ready to Submit the protocol.

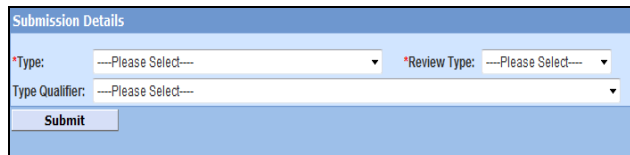
1. Click on the **Submit to IRB** link.



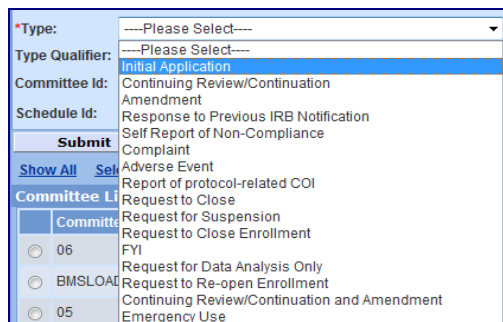
The **Protocol Actions** screen displays:



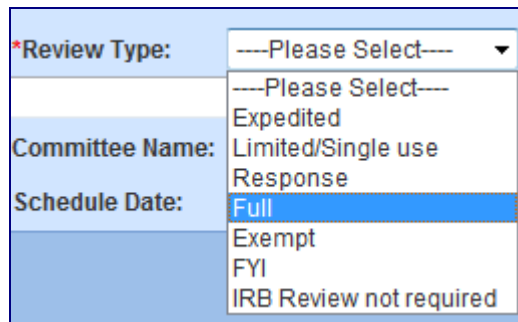
2. Click on the **Submit for Review** link. The **Submission Details** screen displays.



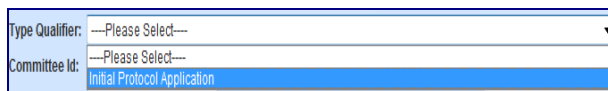
3. Choose **Type** by clicking on the drop down menu.



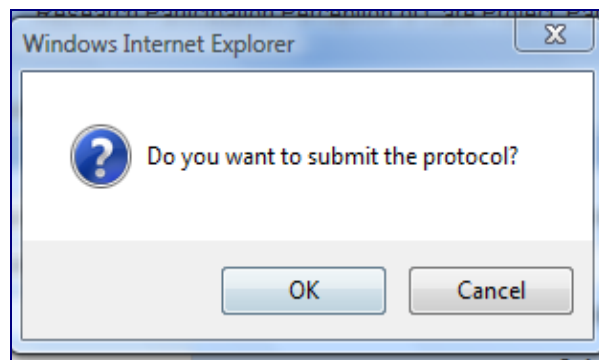
4. Choose the appropriate **Review Type**. In this example, we choose **Full**.



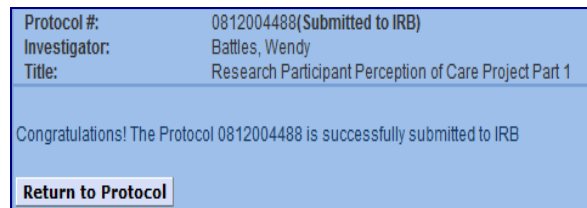
5. Click on the drop down menu for **Type Qualifier** and choose **Initial Protocol Application**.



6. Click **Submit**. A window displays asking you if you want to submit the protocol. Click **OK**.



7. The protocol is submitted to the IRB.



8. The **Email Notification** window displays. This allows you to send a note to PIs and/or investigators that a protocol has been submitted to the Yale IRB.

You have the option to remove either the PIs or Investigators by clicking **Remove**.

