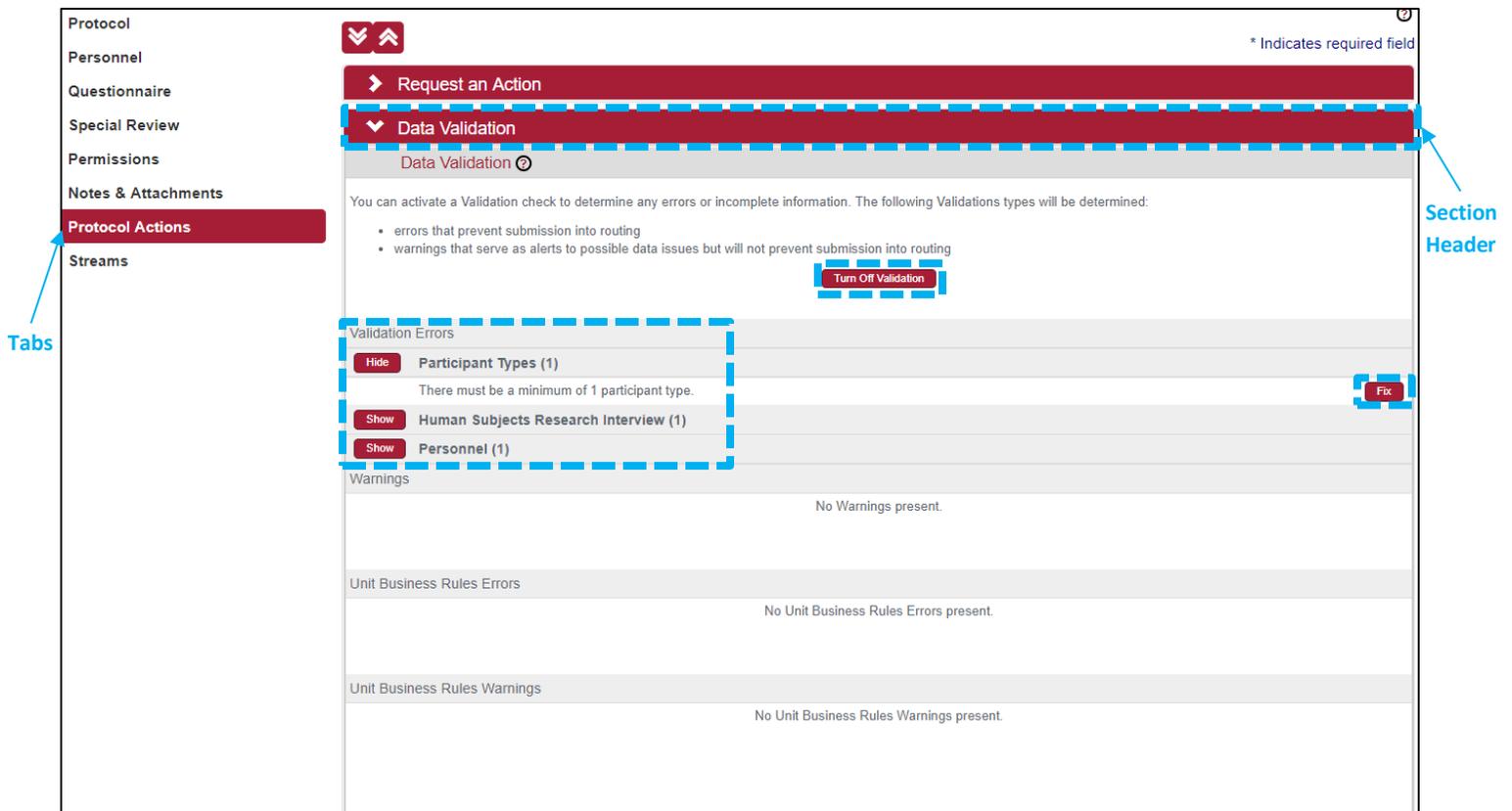# IRB: PROTOCOL ACTIONS TAB

The Protocol Actions Tab is where you will go to finalize and submit the protocol.

Data Validation
1) Click the **Protocol Actions Tab.**
2) Click the **Data Validation section header** to expand the section.
3) Click the **Turn On Validation** button. `Turn On Validation`
   a. The system will run a series of validation steps to ensure all required fields have been populated. This is the same validation the system automatically runs when the protocol is submitted.
   b. If errors are found, the system will display a list of the errors.
4) If there are multiple errors click the **Show** button `Show` to address each error one at a time.
5) Click the **Fix** button to resolve the issue.
   a. Clicking the **Fix** button will automatically take you to the tab and section that has an error.
   b. Correct the error, then click the **Save** button at the bottom of the page. Clicking the Save button automatically takes you back to the Data Validation section.
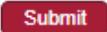6) Repeat this process for each validation error.

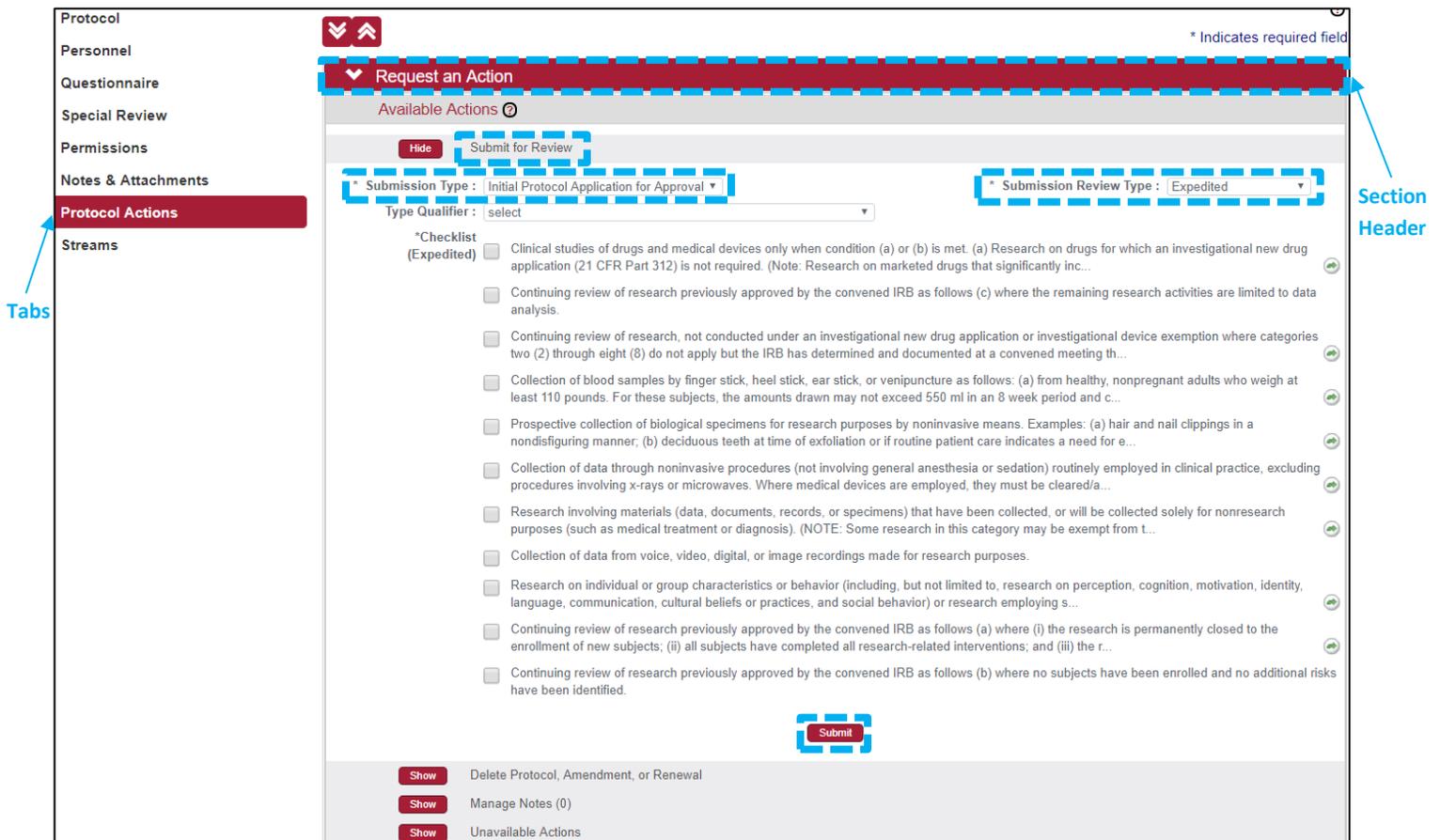Continue to the next page for information on the **Request an Action** section.

Request an Action

At this point in the process, the available Actions are limited to submitting or deleting the protocol.

1) Click the **Protocol Actions Tab.**
2) Click the **Request and Action section header** to expand the section.
3) **To submit the protocol**:
   a. Click the **Show** button ![Show] next to the **Submit for Review** subsection.
   b. Click the drop-down menu next to **Submission Type** and select **Initial Protocol Application for Approval**.
   c. The **Type Qualifier** field is optional. Select an option from the drop-down menu if applicable.
   d. Click the drop-down menu next to **Submission Review Type** and select the appropriate level of required IRB review for your protocol.

   NOTE: For details regarding different levels of required IRB review UADA & UAF faculty and staff can go to the Research Compliance-Human Subjects webpage, or contact the IRB Coordinator at irb@uark.edu for assistance.

   e. If you select a **Submission Review Type** of **Expedited** or **Exempt**, the system will present a checklist to qualify the submission type. Make your selection by clicking the appropriate checkbox(es) that correspond to your protocol.
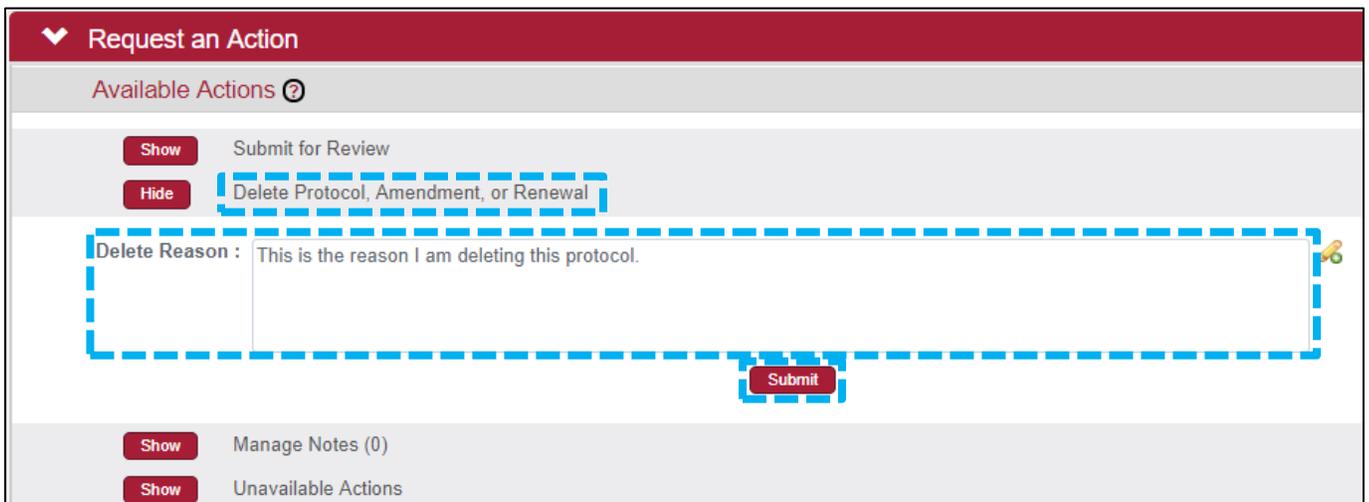   f. Click the **Submit** button ![Submit] to submit your IRB Protocol.

Continue to the next page for information on how to delete a protocol if you no longer want to submit it.

If you not longer want or need to submit this protocol, you can delete it.

4) **To delete the protocol**:
    a. Click the **Show** button [Show] next to the **Delete Protocol, Amendment or Renewal** subsection.
    b. Enter a reason for deleting this protocol, amendment or renewal.
    c. Click the **Submit** button [Submit] to submit the deletion of the protocol.