

**Huron IRB Advanced Reports Quick Reference**

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| Generate Advanced Reports | |
| IRB staff (coordinators and directors), committee members, and site managers can access IRB Advanced Reports. | |
| 2      3      6      1      4    **5** | Open Advanced Reports |
| 1. From My Inbox, click **Reports** on the left. 2. Click the **Advanced Reports** tab. 3. Click the report name to open it. Expand the report window to see the whole report. 4. To view all pages of the report, use the navigation features in the report toolbar.   **Tip:** Click the arrow above the report toolbar to hide the filter options. |
| Filter Data on Reports |
| 1. Specify criteria for data on the report:  * **IRB Office:** Click the down arrow to select the IRB Office, if your institution has more than one. * **Dates:** Type the date in MM/DD/YYYY format or click the calendar icon and select the date.   **Note:** Some browsers do not support the calendar icon function. Use Internet Explorer for best results.   * **Submission Types:** Click the down arrow to select the submission type.  1. Click **View Report** on the right to see only data meeting all criteria. |

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| Export and Print Advanced Reports | |
| From the report toolbar, you can export advanced reports to a variety of file formats, such as PDF or Excel, as well as print the report.  **Tip:** Some browsers may not support the printing function. Use Internet Explorer for best results. | |
| 1      2    4    3 | Export a Report |
| 1. In the report toolbar, click the export icon down arrow. 2. Select a file format from the list. The file is then automatically downloaded to your computer. |
| Print a Report |
| 1. In the report toolbar, click the printer icon. 2. In the Print window, select your print options and click **Print**. |

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| Days in State | |
| This report shows the total and average number of days that approved submissions were in a particular state for a specified date range. Use this report to assess workflow efficiency and identify bottlenecks in the review process.  **Note:** This report shows data for multi-site studies, including site data. | |
| **4**      **2**      1    **3** | |
| Report Filters | Chart Description |
| 1. You can filter approved submissions on:  * **Approval date range:** The approval date is the date selected on the Approval Date field when a committee or designated review is submitted for a submission. * **Submission type:** Including study, modification/continuing review, and/or RNI * **Submission state:** The current state of the submission at the time of generating the report   **Note:** If you filter submissions by state, the resulting list shows only those states in which there is at least one submission. | 1. Two pie charts show the filtered data:  * **Total Days in State:** The total number of days submissions were in each state * **Average Days in State:** The average number of days submissions were in each state  1. The legend and chart show only those states selected in the **Submission States** filter. |
| Table Description |
| 1. Several table rows showing total and average days may appear for each selected state. State data is first separated into rows by IRB office, then by submission type, and then by state. |

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| IRB Turnaround Times | |
| This report shows the average number of days it took for approved submissions (studies, continuing reviews, modifications, and/or reportable new information (RNI)) to go through an IRB review.  **Note:** This report shows data for multi-site studies, including site data. However, data for externally-reviewed studies is not included. | |
| 2      1    **3** | |
| Report Filters | Chart and Legend Description |
| 1. You can filter all previously approved submissions on:  * **IRB Offices:** The administrative office assigned to the submission * **Submission Types:** The type of submission such as study or modification * **Approval Date Range:** The approval date is the date selected on the Approval Date field when a committee or designated review is submitted for a submission. | 1. For each review type (determined by the last review performed), the chart shows the average number of days for a submission to move between milestones. 2. The height of the bar shows the total days from submission to approval. The numbers on each bar indicate the days to complete these milestone intervals:   **Submission to Review Assignment**   * From: The date the PI first sent (submitted) the submission to the IRB office. * To: The date the IRB coordinator assigned the submission to a designated reviewer or a meeting for full committee review.   **Submission to Initial Review**   * From: The date the PI first sent (submitted) the submission to the IRB office. * To: The date the first IRB determination letter was sent to the PI, regardless of the determination.   **Submission to Approval**   * From: The date the PI first sent (submitted) the submission to the IRB office. * To: The date selected on the Approval Date field when a committee or designated review was submitted for the submission. |

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| Submission Volume | |
| This report shows the total number of all submissions in the IRB system, per IRB office (as applicable).  **Note:** This report shows data for multi-site studies, including site data. | |
| 2      **1**    **3** | |
| Report Filters | Chart and Legend Description |
| 1. You can filter submissions on:  * **Submission state:** the current state of the submission at the time of generating the report   **Note**: If you filter submissions by state, the resulting list shows only those states that have at least one submission.   * **Submission type:** uch as study, continuing review, modification, and/or RNI | 1. The chart shows the number of submissions for each submission type, and includes a bar for each IRB office. 2. The legend shows the IRB office responsible for the submissions. |
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