



BUFFALO STATE
The State University of New York

Faculty Advisor Approval Process

Student researchers are required to obtain the approval of their faculty sponsor. The IRB Administrator will not review student research until the protocol has been approved by the faculty sponsor.

WORK INSTRUCTIONS:

- Log into the SUNY RF PACS portal and click on the **IRB** tab in the top navigation menu.
- Click on the study's **Name** to navigate to the **Study Workspace**.
 - *Principal Investigators and Proxies (faculty advisors) can also navigate directly to the Study Workspace by clicking on the link in the email notification and logging into the system.*
- Review the protocol by clicking on **View Study**, **Edit Study** or **Printer Version**. Click **Continue** or **Back** to review each page of the protocol. Be sure to review any attachments as well. Clicking **Finish** on the last SmartForm will return you to the Study Workspace.

If the protocol is incomplete or needs clarification

- Click on **Add Comment** on the left side of the Study Workspace.
 - In the **Comment** box, indicate what is missing or needs clarification to gain approval
 - Check all three boxes in question 3
 - Click **OK**
- Comment Added will display in the **History** log.

If the protocol is complete and ready for submission to the IRB

- Click **Submit** located under **My Current Actions** on the left side of the Study Workspace.
 - The system will check the study to ensure that all required questions have been answered on the **SmartForms**. If any items have been missed, you will be prompted to answer them.
 - If there are no errors, a statement will appear in the window. Read the statement and then click **OK** to submit the study for review.
 - If the submission is successful, the page will refresh and the study will transition from the **Pre-Submission** state to the **Pre-Review** state.
- **If the Submit button is not available**, please **Add Comment** as detailed above, approving the student's submission. The IRB Administrator will not review student research until the protocol has been approved by the faculty sponsor.