If **WIRB eligible**, Analyst Assistant (AA) creates eIRB shell, and emails PI and coordinator the eIRB number.

**Study Team completes eIRB smartform according to guidelines.** Ensure completion of the following:
- Submit study to **correct department** for review
- Ancillary Reviews
  - Radiation Safety
  - Biosafety
  - CRTC
  - Office of Quality*
- Verified ICOI option from OSP**
- Verified Cost option from OCR**

**Study team submits to Connexus**

Once all pending items are completed, AA sends **Institutional Sign-off**

Director or designee reviews ICF deviations and provides Ok (or refusal).

AA sends ICFs to OCR; all docs to OTT. If there are no additional ICF deviations, AA will **remove the institutional hold**; otherwise request amendment or Director sign off.

AA saves a copy of the approved documents in the study history as a private comment.

**Study Team receives approval documents from WIRB**

**WIRB screens documents.** If any deviations from Emory language, requests Emory additional review.

After accepting deviations, WIRB reviews study. After approval, WIRB sends approved documents to Emory IRB.

**WIRB releases regulatory documents to study team and IRB**

**OoQ checklist not required for sign-off, but required for hold removal**

**IRB Analyst can issue institutional sign off without ICOI or Cost option if study team submits and AM to WIRB after study approval if any change in these options.**