## Finding Approval Letters & Approved Documents

Submission Determination Letters

1. Log in to ESTR with your HUID at irb.harvard.edu

2. Navigate to the preferred submission (for details; see the job aid entitled *Finding Submissions*).

3. View the letter from the IRB/IRB office:

   A: To save/view the letter for the submission being viewed:
   Click on the link at the the upper right corner of the submission workspace.
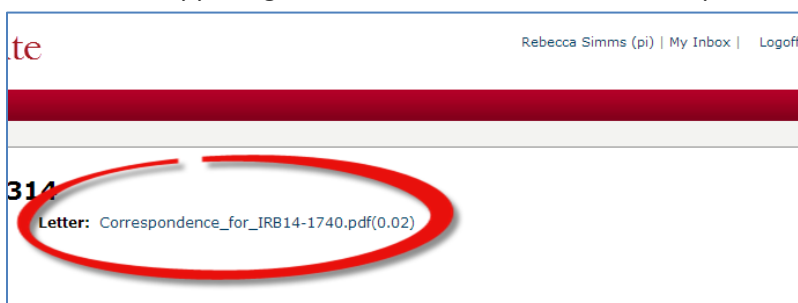
   B: To save/view the letter(s) for all continuing reviews, modifications or reports of new information (also called 'follow-on submissions') for a particular study:
   1. Navigate to the main study workspace
   - From the **Submissions** page: Go to the "Active" tab, then click on the study name
   - From a follow-on submission workspace: Click the name of the study at the upper left of the screen (linked in the beige breadcrumb bar)
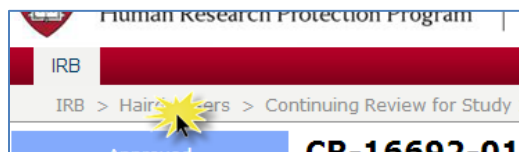
   2. Click the "Follow on Submissions" Tab in the main study workspace
   3. Click the "Correspondence Letter" link beside the preferred submission(s)
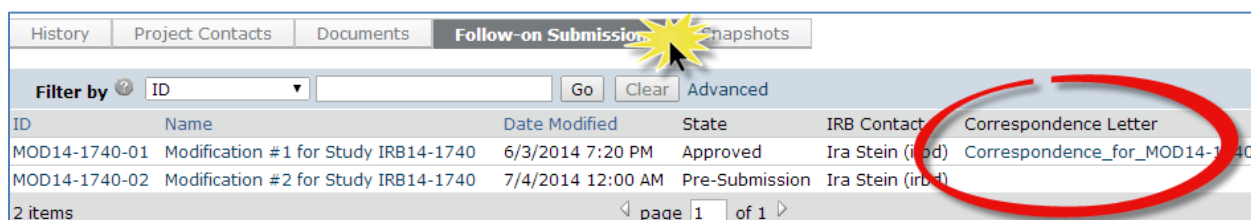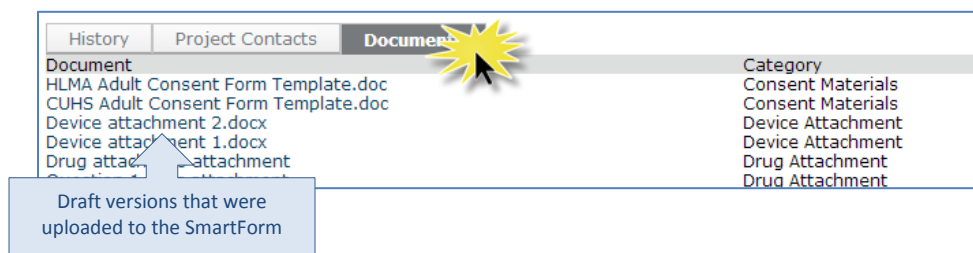
Study Documents

1. Log in to ESTR with your HUID at irb.harvard.edu

2. Navigate to the preferred submission (for details; see the job aid entitled Finding Submissions).

A: To view documents associated with a modification submission
(Documents on a continuing review can only be viewed within the continuing review SmartForm. The continuing review workspace does not have a "Documents Tab".)

1. Navigate to a submission type labeled modification or MOD
2. Click the "Documents" tab in the submission workspace
3. Click the appropriate document link to view what is included with the submission under review


4. Upon approval, changes to documents made during a modification are automatically moved to the Documents tab and SmartForm visible on the main study workspace.
   The main study workspace will always display the most current information about a study.

B: To view currently approved/reviewed study documents or document associated with an initial submission:

1. Navigate to the "main study" workspace (the study webpage labeled "Submission Type: Initial Study" at the center of the screen):
   - From the **Submissions** page: Go to the "Active" tab, then click on the study name
   - From a follow-on submission workspace: Click the name of the study at the upper left of the screen (linked in the beige breadcrumb bar)
2. Click the "Documents" tab in the main study workspace.
3. Click on the appropriate document link to view the preferred version
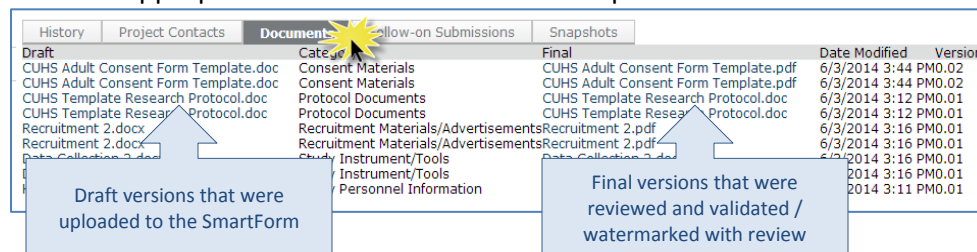
- *A watermark stamp will only appear on Consent Materials, Recruitment Materials/Scripts, Debriefing Materials, and Advertisements.*
- *The IRB does not stamp documents with approval dates.*