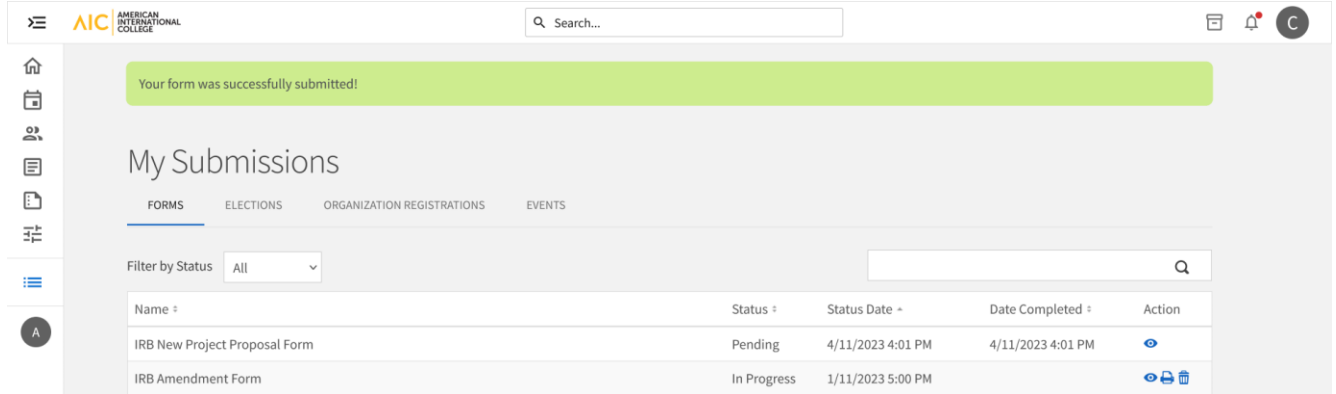


Engage Submission, Confirmation, & Resubmission Directions

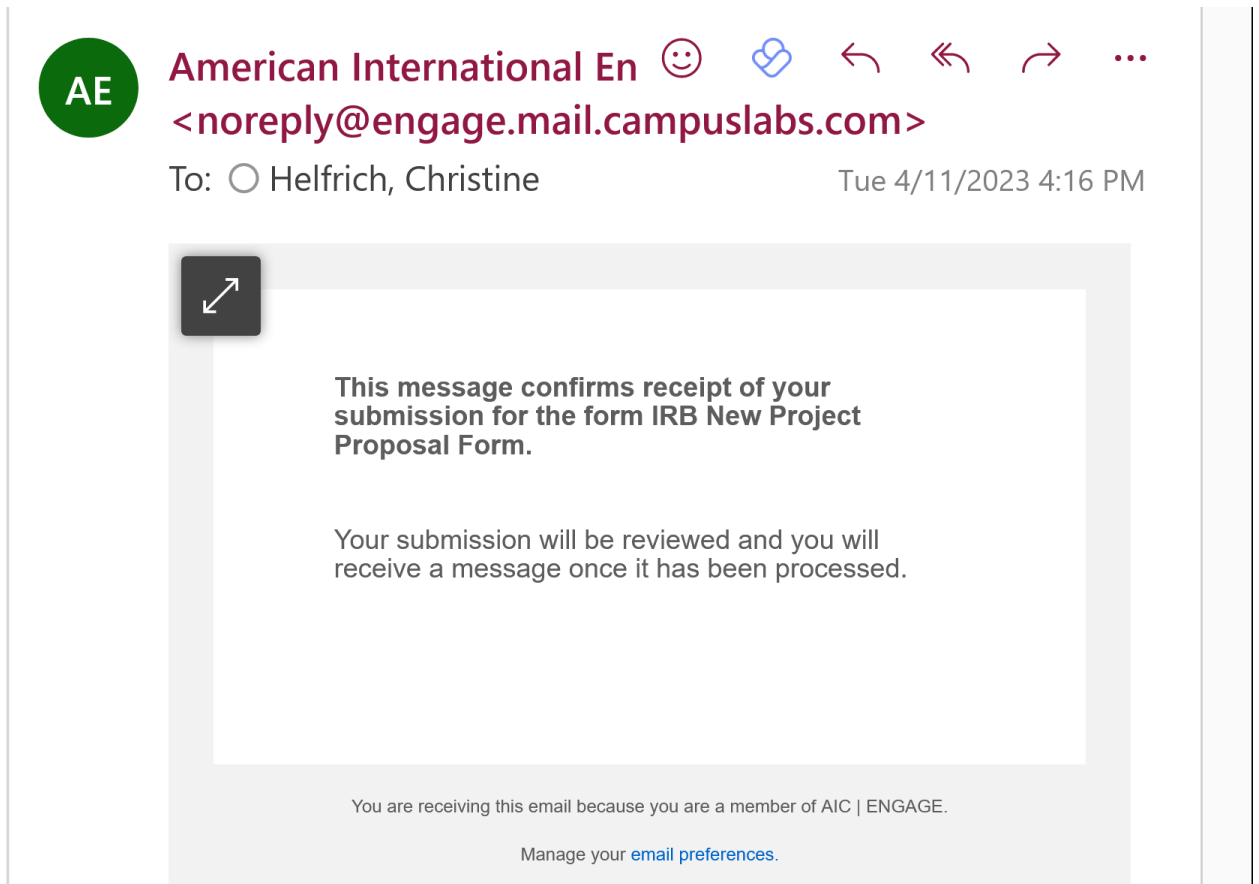
Step 1: When you have completed all sections of the IRB Proposal Form in Engage you may submit it. Once you click the Submit Button you should get a screen that says:



The screenshot shows the Engage user interface. At the top, there is a navigation bar with the AIC American International College logo and a search bar. A green banner at the top of the main content area reads "Your form was successfully submitted!". Below this, the "My Submissions" section is active, with tabs for FORMS, ELECTIONS, ORGANIZATION REGISTRATIONS, and EVENTS. A "Filter by Status" dropdown is set to "All". A table lists the submissions:

Name	Status	Status Date	Date Completed	Action
IRB New Project Proposal Form	Pending	4/11/2023 4:01 PM	4/11/2023 4:01 PM	
IRB Amendment Form	In Progress	1/11/2023 5:00 PM		

Step 2: You will receive a confirmation email from AIC Engage:



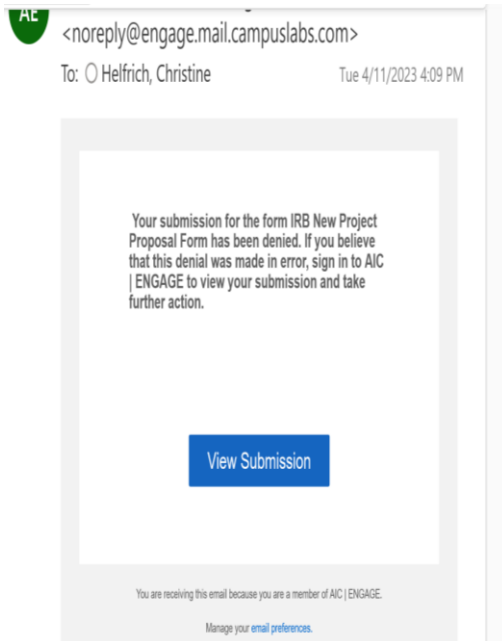
The screenshot shows an email interface. The sender is "American International En" with a green circular profile picture containing "AE" and the email address "<noreply@engage.mail.campuslabs.com>". The recipient is "To: Helfrich, Christine" and the time is "Tue 4/11/2023 4:16 PM". The email body contains a confirmation message:

This message confirms receipt of your submission for the form IRB New Project Proposal Form.

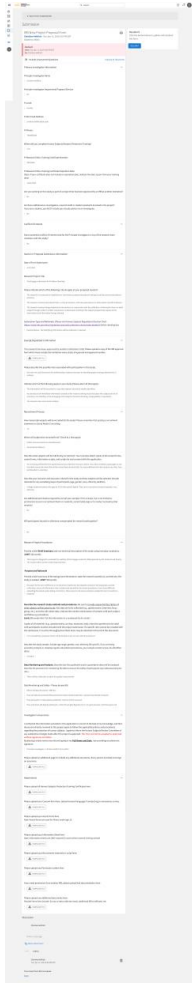
Your submission will be reviewed and you will receive a message once it has been processed.

At the bottom, it says "You are receiving this email because you are a member of AIC | ENGAGE." and provides a link to "Manage your email preferences."

Step 3: You will receive another email indicating that your project has been approved or denied. If denied there will be a button that says “View Submission”. Click on this and sign back into Engage.



Step 4: Your proposal page will include what you have submitted, and notes from the IRB and a blue button that will say “View Submission”. Click on this button to get back to Engage where you will be able to edit and resubmit your proposal. This will open up your submission where you may edit or add attachments. (See example below)



Step 5: After you have made all required changes, submit the document again. Make sure you see a screen that says you have submitted it. (Same as Step 1 above)

Step 6: The process of receiving a confirmation email will repeat. (Step 2 above)