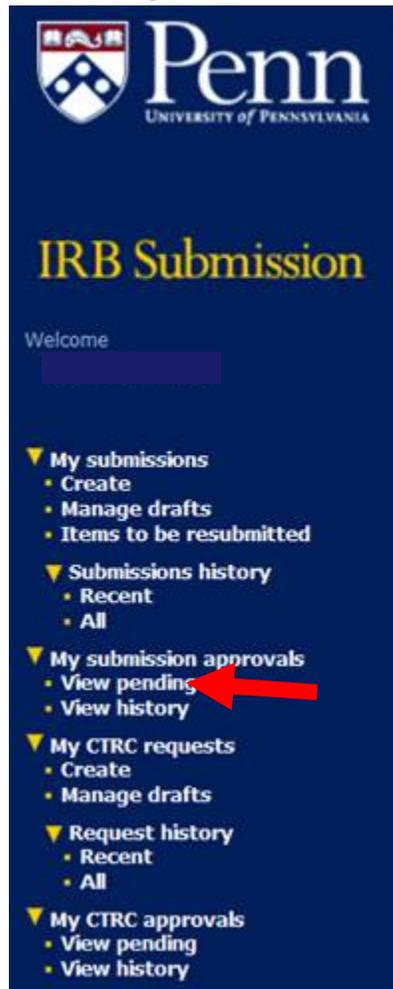


Principal Investigator and Department Level Approval of Submissions in HSERA

This document outlines the steps that PI's and ORG approvers must take to approve pending submissions in HSERA. Please note that all submissions require PI approval. Only the Initial application requires Departmental approval by the person associated with the ORG selected on the Personnel Page in HSERA.

1. **Sign into HSERA (<https://hsera.apps.upenn.edu/hsProtocol/jsp/fast2.do>)**
2. **In the blue menu on the left side of the screen Go to “My submission approvals” click “VIEW PENDING”**



3. **Clicking “view pending” will open a new page that shows all the submissions pending your approval. Find the submission you want to approve click the eyeglasses button on the far right – this will open a new page**

4. On the new page you can click “view protocol details” to look over the application (it is view only, you cannot make changes). When you are ready to approve, click “Submit a decision for this protocol” – this will open a new page

Confirmation number:	cdhbbj
Created by:	HAMMOND, SHEA
Principal investigator:	ABATE, HILARY
Protocol title:	Last protocol bef
Submission type:	Biomedical Resear
Protocol description:	Last protocol bef

[Submit a decision for this Protocol](#)
[View protocol details](#)

Revisions:

- Pending approval
- [Rejected by SH](#)
- [Decision render](#)
- [Decision render](#)
- [Decision render](#)
- [Decision render](#)
- [Returned by Of](#)
- [Rejected by SH](#)

Review history

Date	Reviewer
06/24/2008	HAMMOND, SHEA

5. On the new page, click the green approve button to approve. If there is something wrong with the submission that needs to be revised click the Red reject button to send the submission back to drafts for the study team to revise. When submissions are pending PI approval they cannot be edited they are view only. You can use the comments box to communicate necessary changes to the team when you reject.

Protocol - Approver review

Additional forms or documents

There are no documents attached for this item.

Comments

[Back](#) [Approve](#) [Reject](#)

Once you click approve, the system will send and you will be brought back to the HSERA home screen. If you have multiple submissions to approve, you'll have to go back to step 2 and repeat until you complete all your approvals.