

Accidental Applications:

Deleting Duplicate Submissions

Guide on how to delete applications started accidentally

1. Locate Your Protocol

HOME MY PROFILE **LOCATE MY RECORDS** LOCATE RECORDS CALENDAR MESSAGES ASSIGNMENTS Quick Find

- Search by PI name or Protocol # via Quick Find search bar
- OR
- If you are the PI, click “Locate My Records”
- If you are NOT the PI, click “Locate Records”

2a. Initial Applications

- Click the Protocol # and click “Delete”
- Click “Continue” in the pop up window, then click OK when prompted

Results found: 1

Drag a column header and drop it here to group by that column

Record Number	Record Creation Date	Record Owner	Record Primary Department
26.0020	04-Jun-2025	D'Amico, Meghan E	Office - Research Prote

Edit
View
Info
Delete
Bookmark Record

Delete Human Protocol

Human Protocol Number to Delete: 26.0020 Continue

Human Protocol Details for 26.0020

Institution Number 26.0020
Title
Status In Development
Review Category
Approval Date
Department/Unit Trustees of Boston College
PI Name Meghan E D'Amico (zugibe@bc.edu)
Sponsor Name Not Specified
Submitted

2b. Amendments and More

- To delete an amendment, continuing review, closure, or adverse event, navigate to “Edit” > “Master Record”
- Click “Submissions” to see a list of submissions for the protocol
- Click the “Delete” button on the right side next to the relevant item

Results found: 1

Drag a column header and drop it here to group by that column

Record Number	Record Creation Date	Record Owner	Record Title
25.023	30-Jul-2024	Tester, Inactivat	Protocol for Administrative Guide

Edit
View
Create New
Info
Delete
Bookmark Record

Continuation (28-Aug-2024 In Development)
Amendment (14-Aug-2024 Approved)
Initial Application (30-Jul-2024 Approved)

Record Number 25.023 Done Save

Protocol for Administrative Guide
Investigator Tester Theatre

IRB Protocol Edit Mode

Submissions (3) Linkages Attachments (5) Approved Docs (4)

Home > Submissions

Submissions

Type	Submission Number	Investigator Submitted On Date	Determination Date	Determination Date From	Determination Date To	
Amendment	25.023-002	14-Aug-2024	Approved	15-Aug-2024	15-Aug-2024	04-Aug-2025 Delete
Initial Application	25.023-001	30-Jul-2024	Approved	05-Aug-2024	05-Aug-2024	04-Aug-2025 Delete
Continuation	25.023-003	N/A	In Development	N/A	N/A	N/A Delete

Quick Tip

- Depending on the status of the submission, you may be unable to delete it without our help. Email us and we will assist you!

Questions? Email irb@bc.edu