

Accidental Applications:

Deleting Duplicate Submissions

Guide on how to delete applications started accidentally

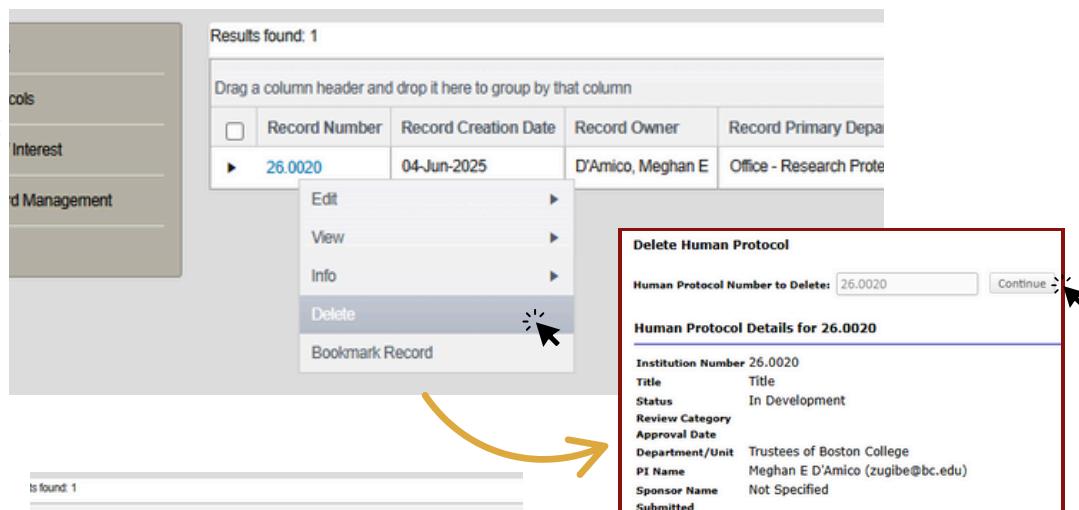
1. Locate Your Protocol



- 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”

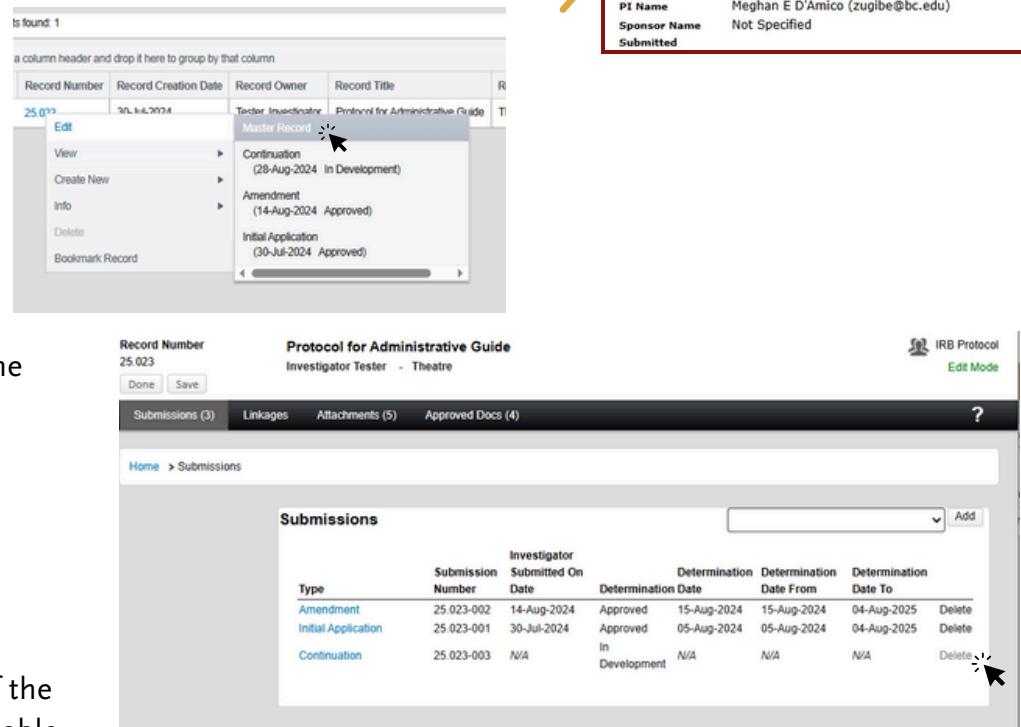
2a. Initial Applications

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



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



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