1) In the protocol application, click on **Check for Completeness** in the blue side panel menu on the left side of the screen to check if the application is complete.

2) A pop-up will tell you if any sections are incomplete. Click on the **link** to go to the section that needs to be completed. You will NOT be able to submit the application until ALL required sections have been completed.

3) When the application is complete, the pop will say “IRB Application Form is complete.”