Quick Start Overview: Getting Started in CATS IRB

Overview
This document gives a brief overview of getting started in CATS IRB. Full details on submitting, converting, or modifying a study can be found in the “Study Submission Guide” available in the Help Center.

Logging in to CATS IRB and My Inbox
When you first log in to CATS IRB using your Penn State Access Account, you will be taken to “My Inbox.” “My Inbox” contains submissions that require action by the PI or study team members. You can access your inbox any time from the top right of the screen. You can also create a new study from “My Inbox.”

Navigating CATS IRB
The sidebar menu appears on the left side of the CATS IRB screen and links to frequently used pages (Fig. 1).

Figure 1: Sidebar Menu in CATS IRB

Links from this menu direct you to new pages:
- **Submissions**—all your studies
- **Meetings**—info for the IRB Committees
- **Reports**—reports on your studies
- **Library**—documents for use, including templates
- **Help Center**—all help and training information, including the Investigator Manual and FAQs.

See the tutorial video Navigating CATS IRB for more.