

Quick Guide - External IRB Continuing Review

Dashboard

Agreements

COI

IRB

! Institutional updates are not required. Submit continuing review approval letters/associated documents by submitting a Site Modification.

- 1 On the IRB page, navigate to the **External IRB** tab, and select the approved study.

In-Review

Active

New Information Reports

External IRB

- 2 Once on the study homepage, select the Create Site Modification button below:

Next Steps
[View Site](#)
[Printer Version](#)
[Create Site Modification](#)

- 3 Select **Modification / Update** and *Other parts of the site*, then [Continue](#) ➔ .

Creating New: IRB Submission

Modification

* What is the purpose of this submission? ?

Modification / Update

[Clear](#)

i To change the PI, choose 'Other parts of the study/site' scope

Modification scope:

Study team and research location information

Other parts of the site

4 Answers items 1, 2, and 3 as relevant to this continuing review approval on the **Modification Information** page.

Modification Information

1. Study enrollment status:

- No subjects have been enrolled to date
- Subjects are currently enrolled
- Study is permanently closed to enrollment
- All subjects have completed all study-related interventions
- Collection of private identifiable information is complete

2. Notification of subjects: (check all that apply)

- Current subjects will be notified of these changes
- Former subjects will be notified of these changes

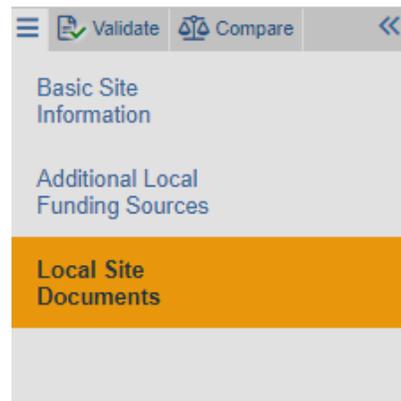
 Attach files: If notifying subjects, add a description of how they will be notified to the Other attachments section of the Local Site Documents page.

3. * Summarize the modifications:

Please indicate in this section that you are submitting external IRB continuing review approval letter and associated documents.

5 Select **Continue** 

6 Select **Local Site Documents** located on the left side of the page.



- 7 Upload the External IRB continuing review letter/associated documents in the “**Other attachments**” section.

Local Site Documents

1. **Consent forms:** (include an HHS-approved sample consent document, if applicable) 



Document	Category	Date Modified	Document History
There are no items to display			

2. **Recruitment materials:** (add all material to be seen or heard by subjects, including ads) 



Document	Category	Date Modified	Document History
There are no items to display			

3. **Other attachments:** 



Document	Category	Date Modified	Document History
There are no items to display			

Please attached the External IRB continuing review letter in the following section.

- 8 Select 

- 9 Select 

Next Steps





