

**Submitting a Continuing Review + Modification (CR-MOD) in eIRB+**

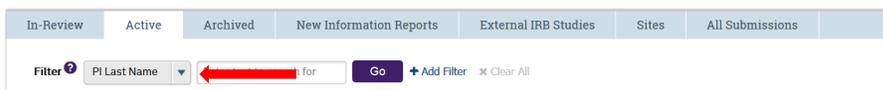
1. Go to the main page for eIRB+ and log-in.



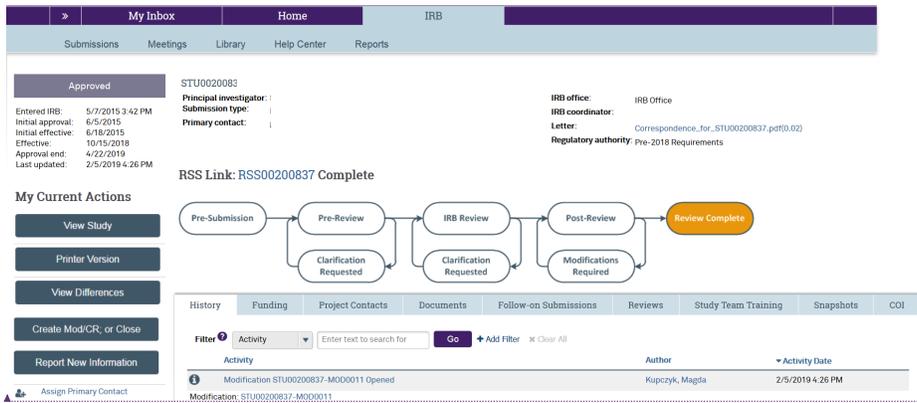
2. Once in the system you will be brought to your inbox.



3. On the left side of the page toward the top select "IRB".



4. Once the page populates, select "Active" in the middle of the page and then filter for the study using the criteria available.
5. Once you have filtered, select the study, which will then take you to the main page of the study. (Update the screenshot because it no longer looks like this one.)



6. Before starting the Continuing Review submission, you will want to click on the "Study Team Training" tab of the main study page and scan the list for expired personnel training. If CITI

Formatted: Font: 12 pt

training date is expired (in red), you will want to notify the personnel to update their CITI training and send their email [irbtraining@northwestern.edu](mailto:irbtraining@northwestern.edu) as soon as possible. The IRB will not re-approve a study if personnel has expired training on file.

Name	Training Type	Certification Date	Other Description/Notes
Yasr	CITI Biomedical Refresher	12/1/2018	
Chri	CITI Biomedical	8/10/2018	
Mag	CITI Biomedical Refresher	3/28/2016	
Ann	CITI Biomedical Refresher	8/31/2017	
Bea	CITI Biomedical Refresher	2/6/2017	
Alfr	CITI Biomedical Refresher	7/11/2018	
Stej	CITI Biomedical Refresher	1/2/2019	
Laur	CITI Biomedical	6/5/2018	
Beti	CITI Biomedical Refresher	10/5/2015	
Catt	CITI Biomedical Refresher	5/2/2018	
Denn.	CITI Biomedical Refresher	6/2/2017	

7. On the left side of the page toward the bottom select "Create Modification/CR; or Close".

#### My Current Actions

- [View Study](#)
- [Printer Version](#)
- [View Differences](#)
- [Create Mod/CR, or Close](#)
- [Report New Information](#)

8. Once in the submission select "Modification and Continuing Review".

### Modification / Continuing Review / Study Closure

\* What is the purpose of this submission? 

- Continuing Review
- Modification
- Modification and Continuing Review**

9. You will then also select the scope of the modification.

#### Modification scope:

Other parts of the study

Study team member information

10. Then select continue.

[Continue »](#)

11. The beginning of the page states **Continuing Review/Study Closure Information** and there are 4 questions in total to respond to and then a section to upload any pertinent documents for the

continuing review.

- a) **Question 1:** This question request information for the total number of subjects enrolled at this site and then study-wide. Subjects enrolled refers to the total number of subjects who consented minus screen failures. Even if the study is only conducted at this site please include the overall enrollment number listed in the above question. You will also need to indicate the number of subjects enrolled since the last continuing review if this is not the initial CR for the study.

**Continuing Review / Study Closure Information**

**1. \* Specify enrollment totals:**

Enrollment (Participants/Charts/Specimens)	Total to Date	Added Since Last CR
At this investigator's sites:	<input type="text"/>	<input type="text"/>
Study-wide:	<input type="text"/>	

- b) **Question 2:** The next question will request information for the current status of the study, which should be confirmed with the study coordinator or main contact for the study. Select all that apply. (Update the screenshot because it now includes a box and language to acknowledge closure when the study is being closed. In addition, the language associated with the red note has changed also.)

**2. Research milestones: (select all that apply)**

**Note: The first four checkboxes are sequential and describe the milestones of the overall study. If the first four milestones have been met and are checked, then the study will be closed.**

- Study is permanently closed to enrollment OR was never open for enrollment
- All participants have completed all study-related interventions OR not applicable (e.g. study did not include interventions, no participants were enrolled)
- Collection of private identifiable information is complete OR not applicable (no participants were enrolled)
- Analysis of private identifiable information is complete OR not applicable (no participants were enrolled)
- Remaining study activities are limited to data analysis only
- Study remains active only for long-term follow-up of participants.\*

\* Note: Long term follow up includes research interactions that involve no more than minimal risk to subjects (e.g., quality of life surveys); and collection of follow-up data from procedures or interventions that would have been done as part of routine clinical practice to monitor a participant for disease progression or recurrence, regardless of whether the procedures or interventions are described in the research protocol. Long term follow-up excludes research interventions that would not have been performed for clinical purposes, even if the research interventions involve no more than minimal risk.

- c) **Question 3:** Select all that apply on the lists that are applicable for the study.

3. Check the items that are true since the last IRB continuing review for all sites involved in the study. For each item left unchecked, include a corresponding explanation or supporting document in section 4 below:

- NO subjects experienced unexpected harm (that wasn't previously reported to the IRB).
- Anticipated adverse events have NOT taken place with greater frequency or severity than expected.
- NO subjects have withdrawn from the study after initial screening procedures, if any.
- There have been NO unreported unanticipated problems involving risks to subjects or others.
- There have been NO complaints about the study.
- There have been NO publications in the literature relevant to risks or potential benefits that would indicate a need to modify any part of the study.
- There have been NO interim findings.
- There have been NO multi-center trial reports.
- There have been NO data safety monitoring reports.
- There have been NO regulatory actions that could affect safety and risk assessments (e.g. FDA drug recall).
- There has been NO other relevant information regarding this study, especially information about Biomedical risks including box warnings or ANY updated package inserts, IBs, or device reports.
- In the opinion of the Principal Investigator, the risks and potential benefits are unchanged.
- There have been NO modifications to the study that have not been submitted to or approved by the IRB.
- All problems that require prompt reporting to the IRB have been submitted.

d) Under number 4 you are requested to upload any supporting documents, which may include DMC letters not previously submitted, publications, etc. including any additional information about subject withdrawals.

4. Attach supporting documents: (for each item left unchecked above, include an explanation or a document from an external source)

Name

There are no items to display

12. Once all the questions are completed select "Continue".

4. Attach supporting documents: (For each item left unchecked, include an explanation or document. You may upload supporting documents explaining other situations even if all boxes are checked, such as a reason why there have not been any DSMB reports.)

+ Add

Name

There are no items to display

13. The beginning of the next page states **Modification Information** and will ask questions regarding the status of the study and what modification is being requested. There will be 2 questions where there are pre-populated selections then a 3<sup>rd</sup> question where you will state the exact nature of the modification.

a) **Question 1:** Select which of the following criteria are applicable for the current enrollment for the study.

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

b) **Question 2:** Select who should be informed of the requested change. (Only make a selection if this is applicable to the revision, i.e. changes in Study Team Members, with the exception of the PI. would not have any items selected)

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

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

This needs to be updated. There are now three available options.

c) **Question 3:** In the top section of the box provide a description of the exact modification that is being requested, so the IRB coordinator can reference this when generating the approval letter. Then if necessary make a space and provide a more detailed description of the changes being made or the rationale for them, including any reference to summary of changes documents.

If there are updates to the IB (Investigator Brochure), please indicate if the updated IB:

1. affects the risk-to-benefit ratio of the study thereby requiring a change to the study documents;
2. affects alternatives available to study participants; and/or
3. represents new information that should be provided to participants.

Example: Other Parts of Study Modification.

Because of the IRB's added language related to IB submissions, it may be ideal to supplement the language in the description used to follow the three IB related items above.

**3. \* Summarize the modifications:**

Investigator Brochure Ninth Edition dated August 14, 2014, Protocol Amendment 3 dated September 30, 2014, Updated Main Informed Consent dated January 7, 2015 and New Open Label Consent form added dated January 7, 2015.

Please see summary of changes documents for both the investigator brochure and the protocol for modifications.

The informed consent changes include changing the study drug name "GS-6624" to "sintuzumab" throughout the consent form, explanation of "clinical events" and the information regarding the open label phase being added, in which a new consent form is now also being submitted.

Example: Study Team Member Information

**3. \* Summarize the modifications:**

Request to add Julie the study team member list.

14. If the modification was for "Other Parts of the Study" then when you select **Continue** you will then be taken to the main page of the study application and allowed to navigate through to make

the necessary updates. (The screenshot used to populate this needs to be updated because this screen has an additional note on it. See pasted example below.

**Basic Information**

1. \* **Title of study:**  
A Phase 4, Double-Blind, Randomized, Placebo-Controlled, Multicenter Study

2. \* **Short title:**  
E1352 Flan

3. \* **Brief description:** ⓘ  
The purpose of this study is to find out how effective the obeticholic acid (OCA), given with or without standard of care (URSOs, UDCA), may be in preventing or delaying specific medical conditions or health related issues that can occur in patients with PSC. In this study OCA is being tested against a placebo. Six subjects will be enrolled in this study which will last between six and eight years.

4. \* **Which selection best describes your study?**  
 Social Behavioral  
 Biomedical  
[Clear](#)

5. \* **Principal investigator:**  
Steven Flamm

6. \* **Will an external IRB act as the IRB of record for this study?** *Note: Once you answer this question and save/continue past this page, you will NOT be able to change this answer.*  
 Yes  No

7. \* **What kind of study is this?**  
 Single-site study (Regardless the number of locations or sites, the NU IRB will serve as the IRB only for NU)  
 Collaborative study (Each site will conduct a portion of the study and the NU IRB will either serve as the IRB of record for all participating sites or defer review to another, external IRB)  
 Multi-site study (More than one site will conduct the entire study and the NU IRB will either serve as the IRB of record for all participating sites or defer review to another external IRB)  
[Clear](#)

1. \* **Title of study:**  
A Phase 2b/3 Randomized, Double-Blind, Placebo-Controlled, Dose-Ranging Study to Investigate the Efficacy and Safety of PF-06813012 in Adult and Adolescent Alopecia Areata (AA) Subjects with 50% or Greater Scalp Hair Loss

2. \* **Short title:**  
19-028 Colaninno - Pfizer 87881015

3. \* **Brief description:** ⓘ  
Alopecia areata (AA) is a chronic relapsing T-cell mediated autoimmune disorder characterized by non-scarring hair loss affecting children and adults across all ages, races, and sexes. AA is associated with other immune diseases including asthma, allergic rhinitis, atopic dermatitis, and autoimmune diseases such as hypothyroidism and vitiligo.  
This research is part of Pfizer's efforts to advance the health of our patients.

4. \* **Which selection best describes your study?**  
 Social Behavioral  
 Biomedical  
[Clear](#)

5. \* **Principal investigator:**  
Marta Colaninno

6. \* **Will an external IRB act as the IRB of record for this study?** *Note: Once you answer this question and save/continue past this page, you will NOT be able to change this answer.*  
 Yes  No

7. *Note: If No is selected in question 6, select the Single-site study option regardless of whether there are other sites engaged in the study. Do not select Collaborative study or Multi-Site study without being directed to do so by the IRB during the review process.*

\* **What kind of study is this?**  
 Single-site study (Regardless the number of locations or sites, the NU IRB will serve as the IRB only for NU)  
 Collaborative study (Each site will conduct a portion of the study and the NU IRB will either serve as the IRB of record for all participating sites or defer review to another, external IRB)  
 Multi-site study (More than one site will conduct the entire study and the NU IRB will either serve as the IRB of record for all participating sites or defer review to another external IRB)  
[Clear](#)

15. If the modification was for “Study Team Member Information” then you will be taken directly to that page of the study application and then you can make the necessary updates. Once completed you will select **Finish** and then will be taken to the main page of the submission.

## Study Team Members

### 1. Internal Personnel

Identify each additional person involved in the design, conduct, or reporting of the research: ?

+ Add					
	Name	Roles	Involved in Consent	E-mail	Phone
<input checked="" type="checkbox"/> Update	Danie	Co-Investigator	no		
<input checked="" type="checkbox"/> Update	Jeanr	Study Team Member	yes		NU
<input checked="" type="checkbox"/> Update	Norex	Study Team Member	yes		Northwestern University Medical School
<input checked="" type="checkbox"/> Update	Kim S.	Study Team Member	yes		Northwestern University Medical School

Formatted: Font: 13 pt

16. Once on the main page for the submission, you can then notify the PI to submit using the template language described at the end of the "COMPLETING A NEW STUDY SUBMISSION IN EIRB+" section (If you have Proxy permission for the study, you will then also be able to submit.)



17. Type in a message to notify the PI that the submission is complete and ready to submit and select **OK**.
18. The submission process is complete and an email will be sent to the PI to submit.

Formatted: Font: 12 pt