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.

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 training date is expired (in red), you will want to notify the personnel to update their CITI training and as soon as possible. CITI training is now linked to eIRB and should automatically populate in eIRB as you complete it on the CITI website. The IRB will not re-approve a study if personnel has expired training on file.
7. On the left side of the page toward the bottom select “Create Modification/CR; or Close”.

8. Once in the submission select “Continuing Review”.

Modification / Continuing Review / Study Closure

What is the purpose of this submission? 🌟

- Continuing Review
- Modification
- Modification and Continuing Review

9. Then select continue.

10. The beginning of the page states Continuing Review/Study Closure Information and there are 3 questions in total to respond to and then a section to upload any pertinent documents for the continuing review.

   a) **Question 1:** This question requests information for the total number of subjects enrolled at this site should be confirmed with the study coordinator. If the study is multi-site, check with the sponsor/monitor for study-wide enrollment “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.
b) Question 2: The next question will request information for the current status of the study, which should also be confirmed with the study coordinator or main contact for the study. Select all that apply.

c) Note that if you endorse “all subjects have completed all study-related interventions,” the IRB will not re-stamp the ICF(s), as they assume there is no longer a need for consenting and/or re-consenting.

a. Check with the study team to ensure that a re-stamped ICF is not needed. If the study team believes re-consent may still be necessary, this will need to be explicitly requested from the IRB.

d) Question 3: Select all that apply that are applicable for the study.

e) Under number 4 you are requested to upload any supporting documents, which may include DSMB/C letters not previously submitted, publications, etc., including any additional information about subject withdrawals.
11. Once all the questions are completed select “Continue”.

12. You will be taken to the Final Page of the submission. Select Finish and you will be taken to the main page of the submission.
13. Once on the main page for the submission, you can then notify the PI to submit. (If you have submission rights for the study, you will then also be able to submit.) *(Make sure that the RSS indicates “Completed” before notifying the PI to submit)*

14. Type in a message to notify the PI that the submission is complete and ready to submit using the template language described at the end of the “COMPLETING A NEW STUDY SUBMISSION IN EIRB+” section and select OK.
15. The submission process is complete and an email will be sent to the PI to submit.