

IRB CREATING & SUBMITTING A CONTINUING REVIEW (CR)


Browsers Currently Supported: Windows and Macintosh - Mozilla Firefox; Google Chrome

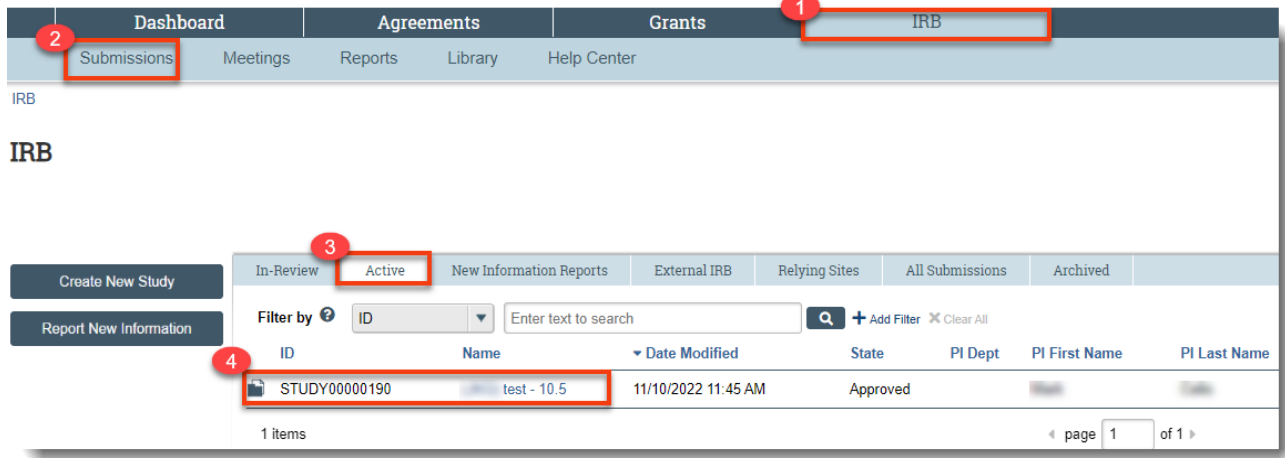
Please **do not** use Microsoft Internet Explorer or Microsoft Edge

When you [log in](#) with your Brown credentials, your landing page will be your Dashboard.

Step	Action to be Taken with Screenshot
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1

1. Navigate to the **IRB** workspace,
2. Select **Submissions** tab,
3. Select **Active** tab,
4. Click on the **folder symbol** () or the **Name** of the submission to open.



- Select **Create Modification / CR**.

Approved

Entered IRB: 11/10/2022 11:43 AM
Initial approval: 11/10/2022
Initial effective: 11/10/2022
Effective: 11/10/2022
Last updated: 11/10/2022 11:45 AM

Next Steps

View Study

Printer Version

Create Modification/CR

Report New Information

Assign Primary Contact

Assign PI Proxy

Manage Ancillary Reviews

Manage Guest List

Add Related Grant

Add Comment

Copy Submission

IMPORTANT

When creating / editing a Continuing Review:

- All questions marked with a red asterisk require a response.
- If a response is changed on any question, and there is a 'clear' option, 'clear' needs to be selected before changing to a different response (this applies to ALL pages of the submission).
- When uploading a document, please disregard the **Show Advanced Option**.

3

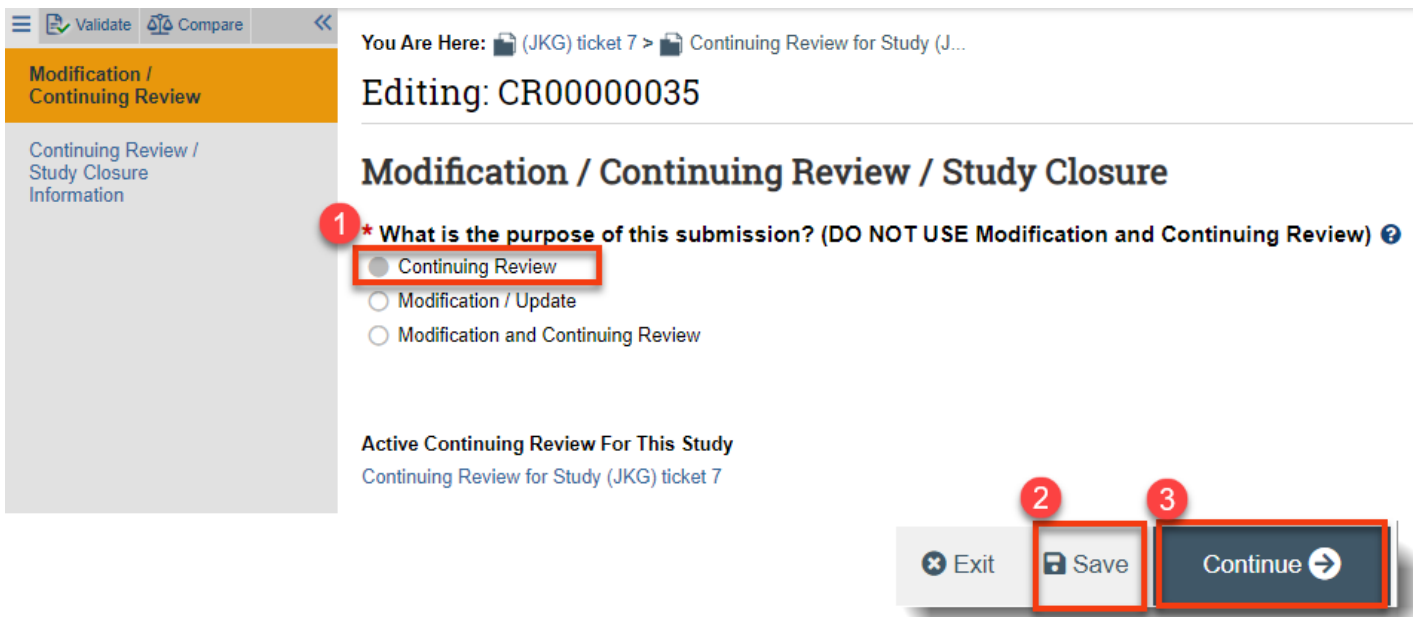
1. Select **Continuing Review**.

- *Note: Do not select Modification and Continuing Review as this function has been disabled per HRRP policy*

2. Click **Save**.

- *Note: The system is logic driven, so after clicking save, a new page (Continuing Review / Study Closure Information) will appear on the left side for the user to complete, and the screen will display the active study that this CR is linked to.*

3. Click **Continue** to move to the next page.

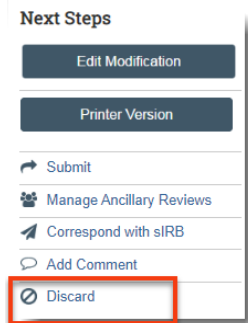


4

1. Select **Save**.

- *Note: If an incorrect response was chosen for "What is the purpose of this submission?" and it has been saved, then click **Exit** to leave the submission and select **Discard** from the study record workspace.*

Screenshot of Note:



- *A new Modification/CR request can be resubmitted once the incorrect version has been discarded.*

2. Select **Continue**.

- *Note: Continue will move the user to the next page.*



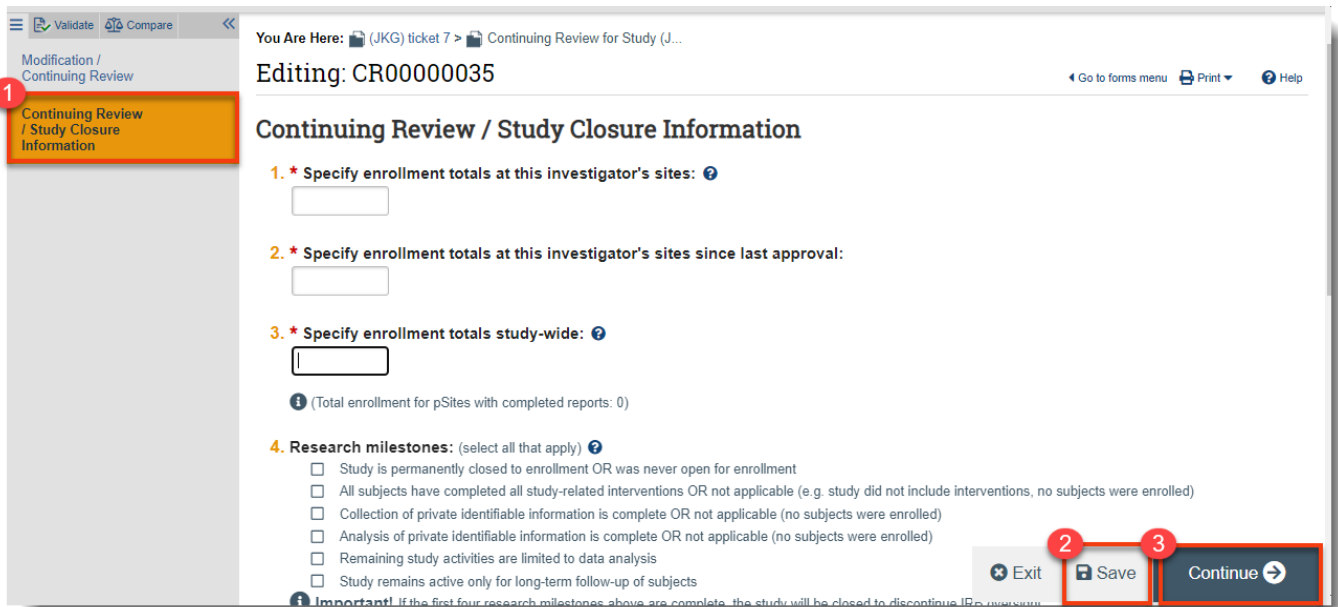
5

1. Complete the **Continuing Review / Study Closure Information** page.

- *Note: to close a study, the first four research milestones in question 4, Research milestones (select all that apply), from this page are selected, the study will be closed to discontinue IRB oversight.*
- *Another question will appear once the first four research milestones are checked off and this is to acknowledge that the study will be closed.*

2. Select **Save**.

3. Select **Continue**.



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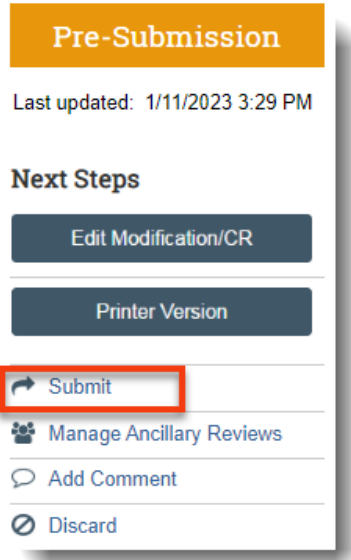
- On the **Final Page**, click **Finish** to exit the form.



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To submit a CR, within the study record workspace:

1. Click **Submit**.
 2. Click **OK** to agree to the terms.
 3. Type in your Brown login credentials and click **Submit**.
- *Note: edits to the CR cannot be made if the request has been submitted to the HRPP for review.*



OPTIONAL STEPS Study Response Validation

optional

STUDY RESPONSE VALIDATION

To validate to ensure required information is included before submitting, either:

- Click **Validate** within the study itself

Or

- Click **Submit** from the IRB workspace within a record and if there are unanswered required questions, they will appear in a pop-up window (only choose this option if the user is ready to submit).



or

