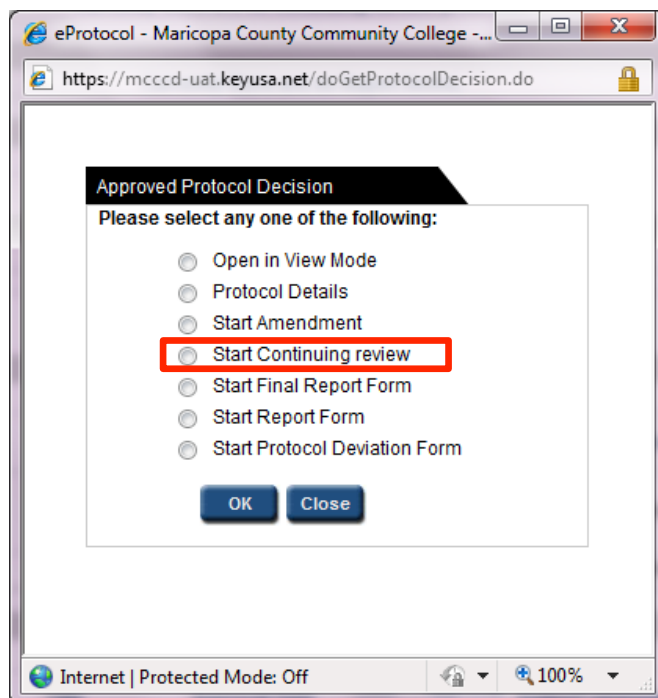


Submitting Annual/Continuing Review

Please note: Disable pop-up blocker.

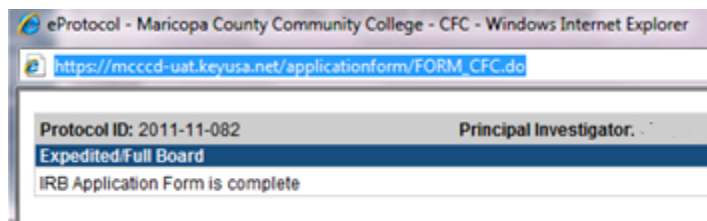
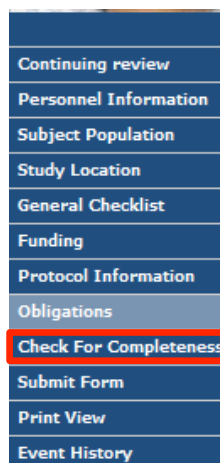
We also recommend using Internet Explorer to complete this process.

STEP 1: *Click* protocol ID to open protocol (pop-up window displays) > *Select* Start Continuing Review > *Click* OK (*new pop-up window displays – Continuing Review*)



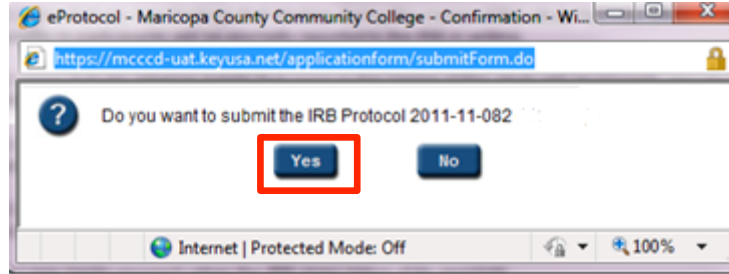
STEP 2: *Complete* Continuing Review items > *Complete* items 1 – 5 > *Update* original protocol as necessary > *Click/Select* Obligations (*read and confirm obligations*)

STEP 3: *Click* Check for Completeness (*pop-up window displays*) > *Close* window if complete (*if not complete, click provided URL to edit information*)



STEP 4: Click submit IRB (pop-up window displays) > Click Yes to submit protocol > Protocol saved and submitted to IRB

Continuing review
Personnel Information
Subject Population
Study Location
General Checklist
Funding
Protocol Information
Obligations
Check For Completeness
Submit Form
Print View
Event History



STEP 5: Review Investigator page > Confirm continuing review submitted to IRB

CONTINUING REVIEW						
Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date	Expiration Date
2011-11-082		procrastination and achievement	SUBMITTED TO IRB	IRB Members		09/30/2011