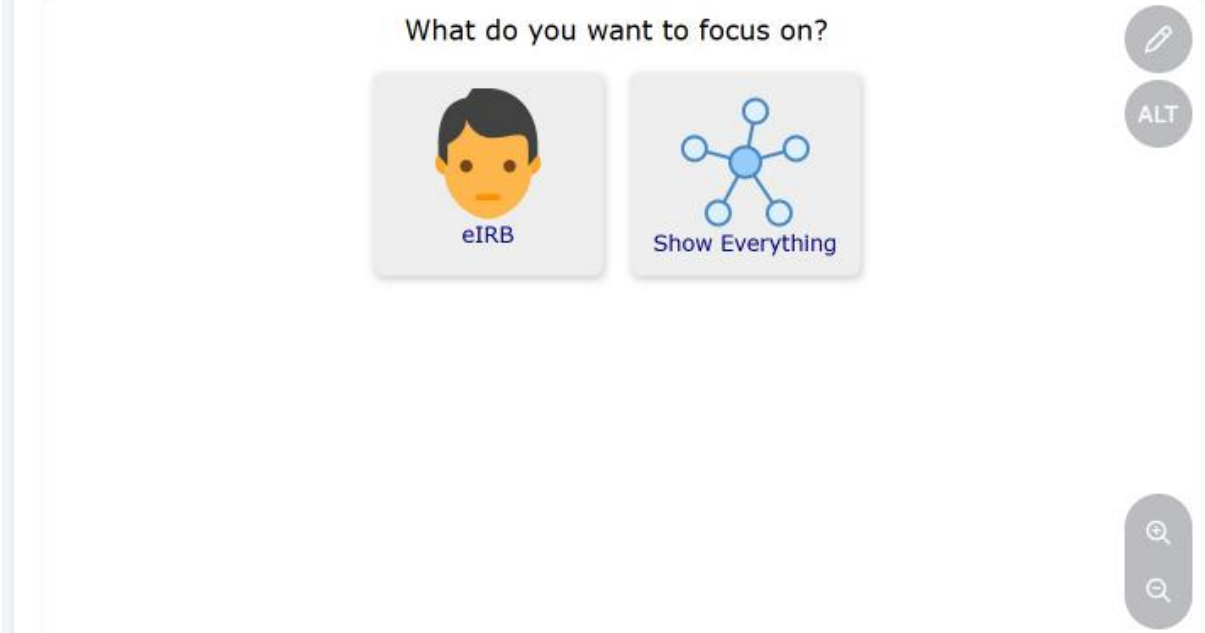
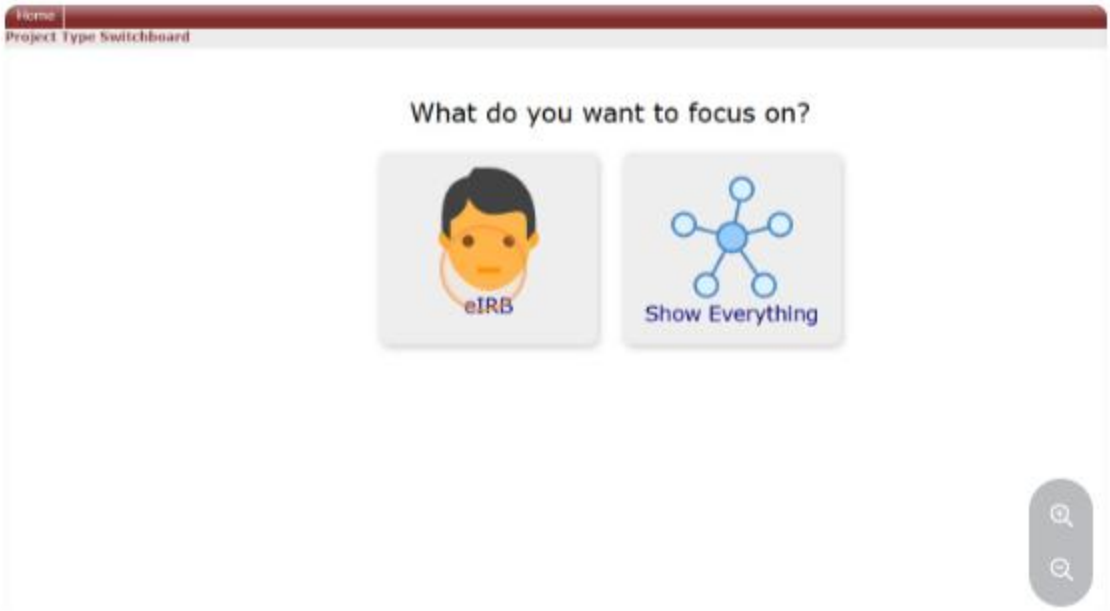
How To Submit a reportable Event Form

Learn how to navigate the eIRB to submit an IRB Reportable Event Form for your research project.

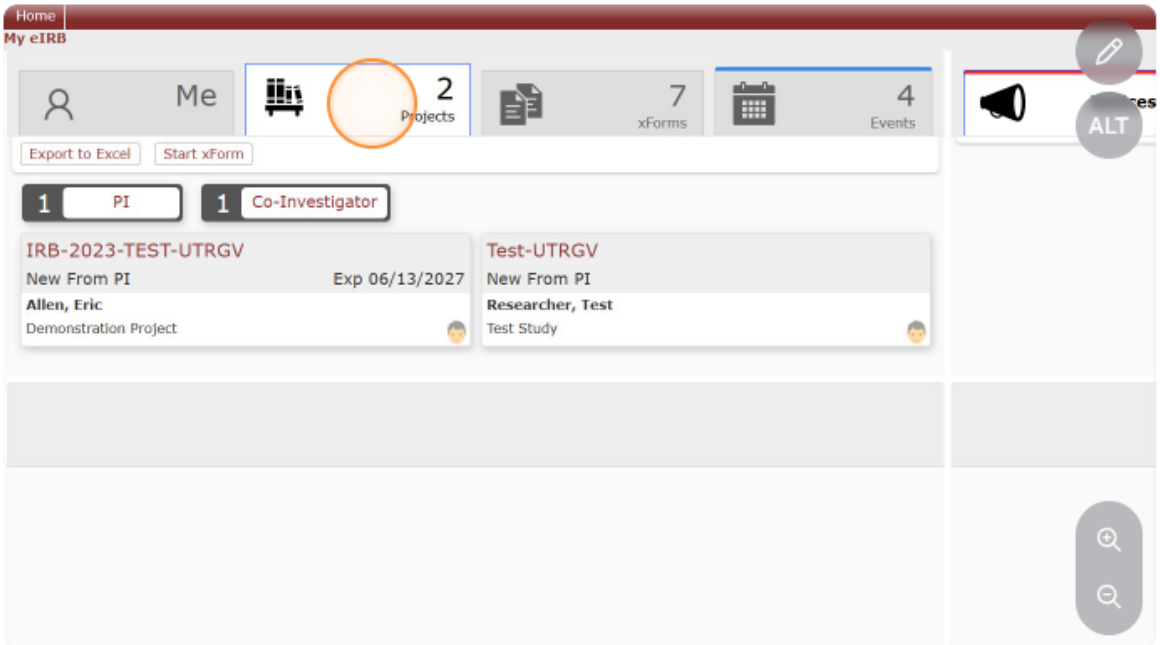
1 After successfully logging into eIRB you should be on this landing page.



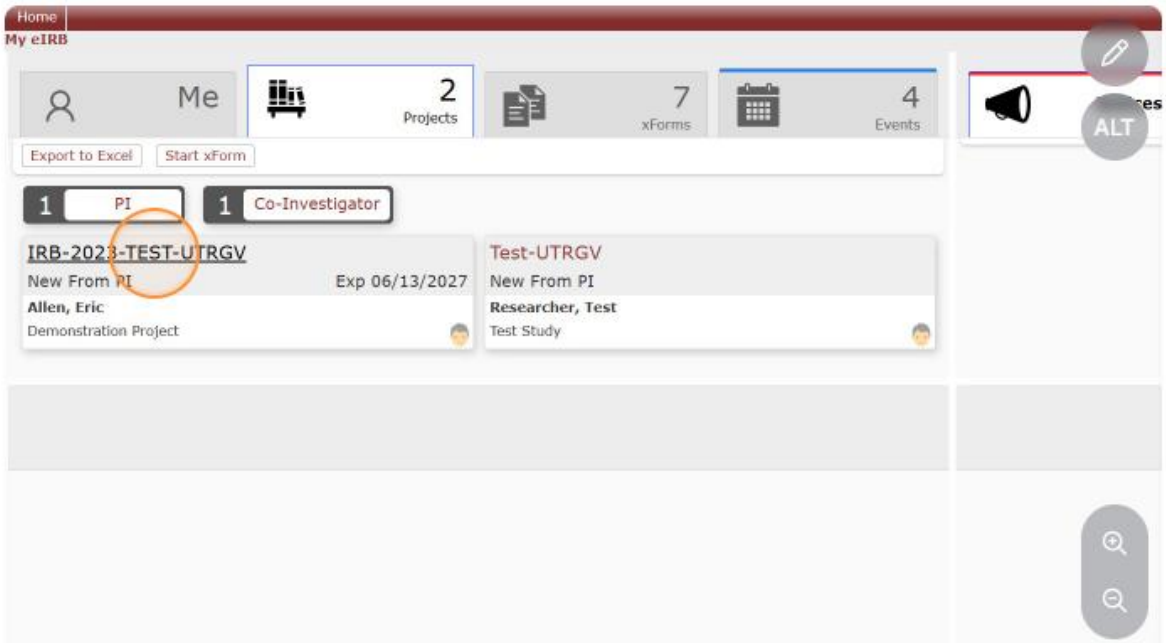
2 Click eIRB



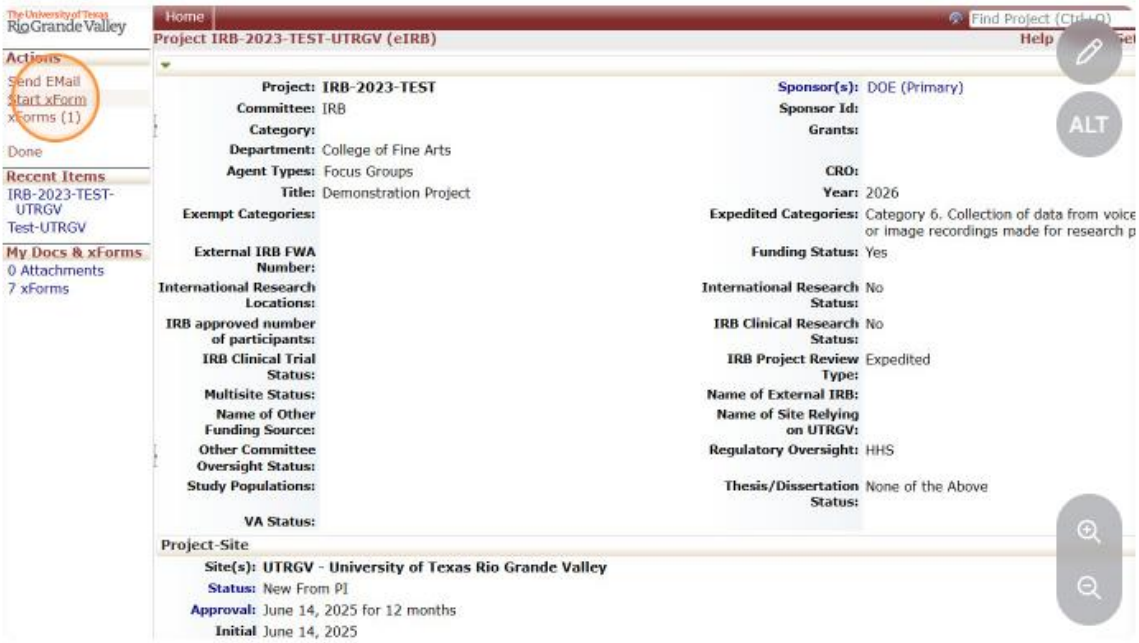
3 Click "Projects"



4 Select the project that you want to submit a reportable event form for, I'm selecting mine test protocol here "IRB-2023-TEST-UTRGV"

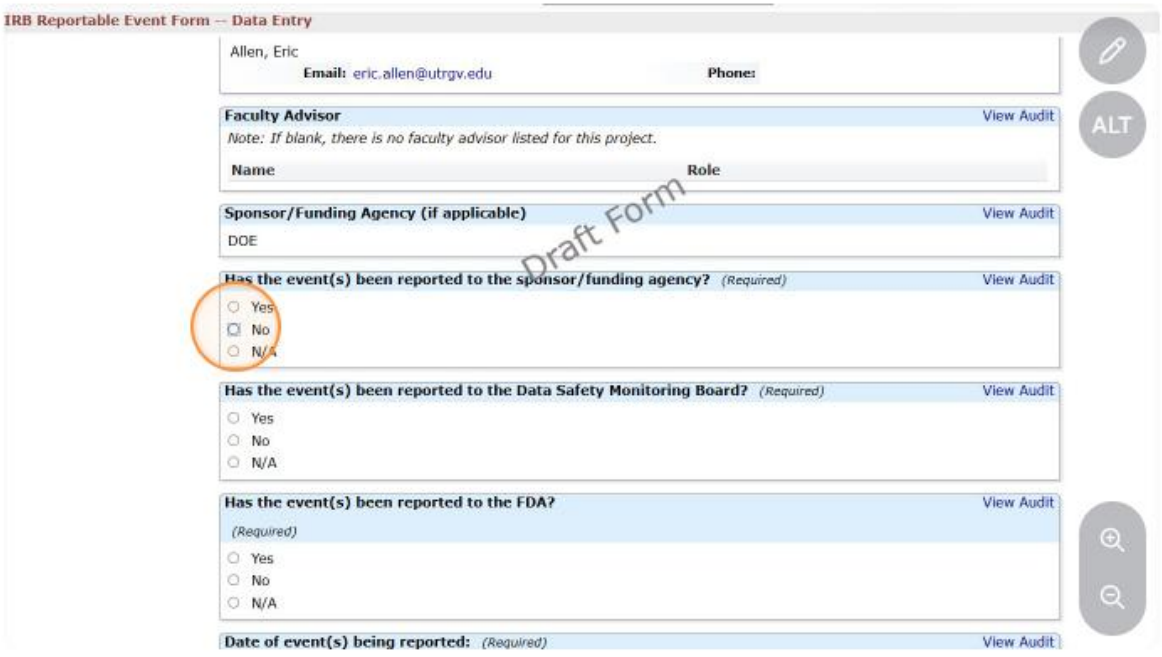


5 Click "Start xForm"

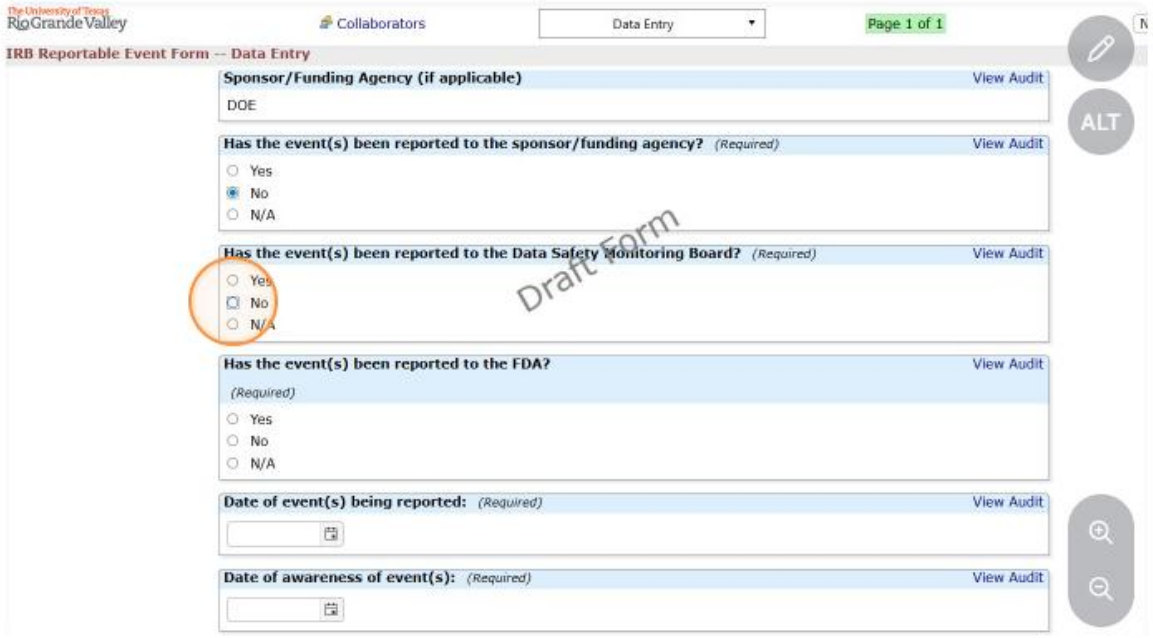


6 Click "IRB Reportable Event Form"

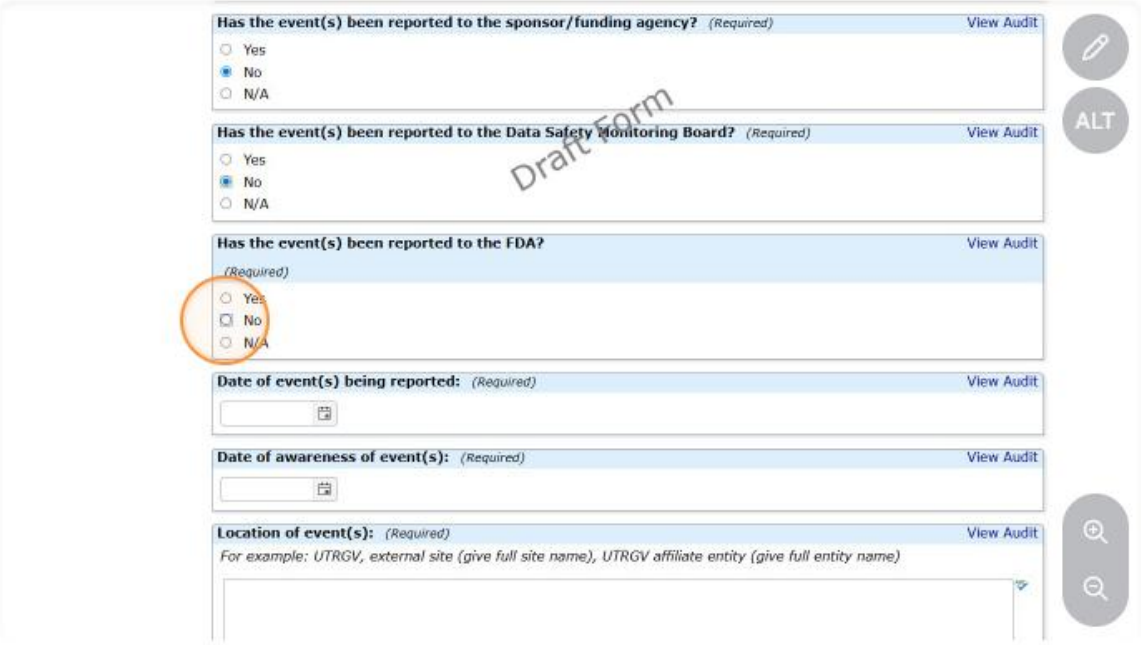
7 Answer funding reporting question, in this example I clicked the "No".



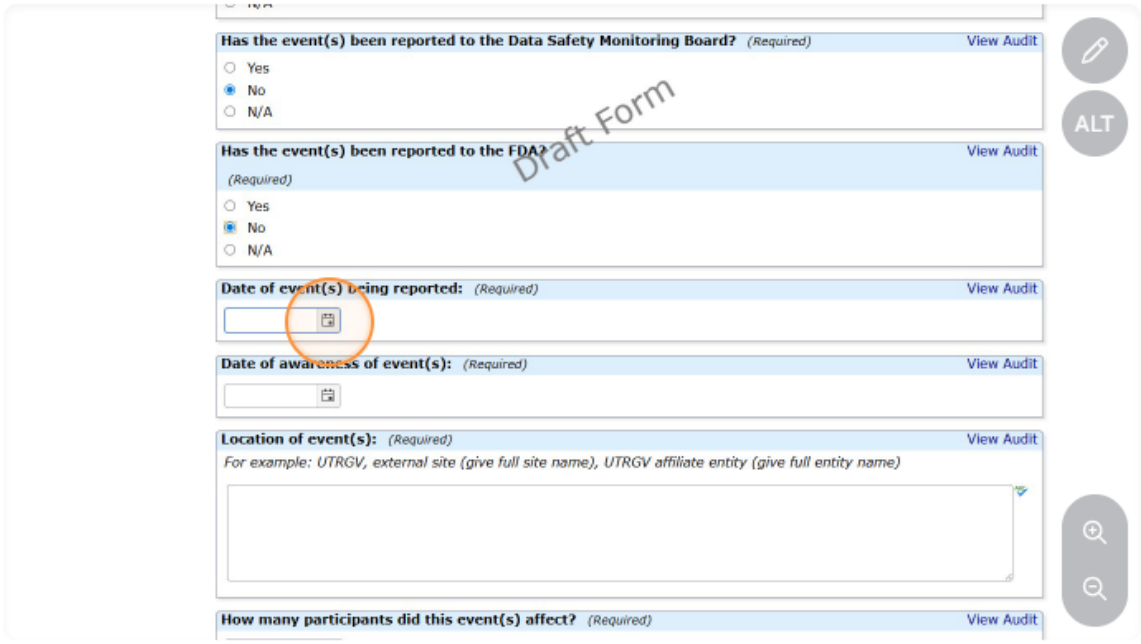
8 Answer the DSMB question, in this example I selected "No".



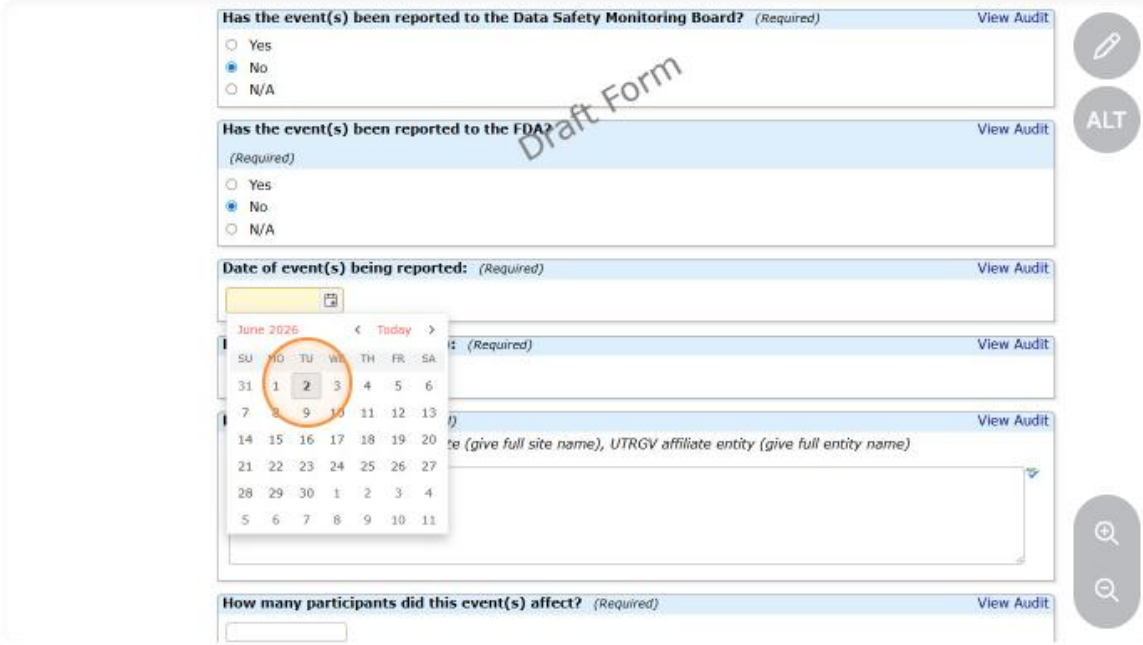
9 Answer the FDA question, in this example I clicked "No".



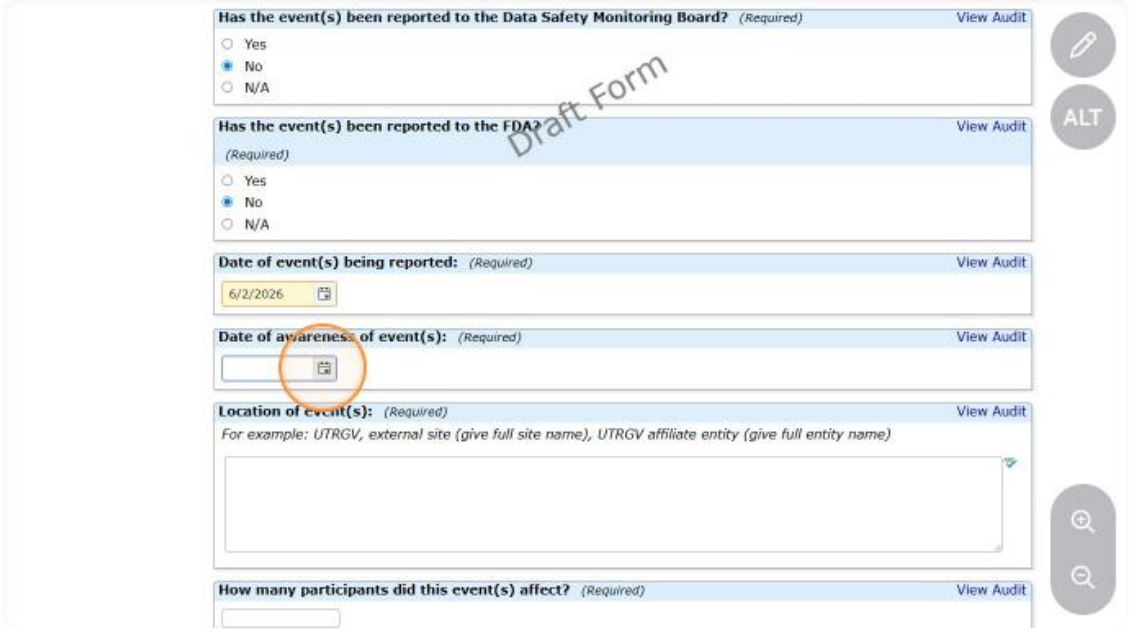
10 Click the calendar icon.



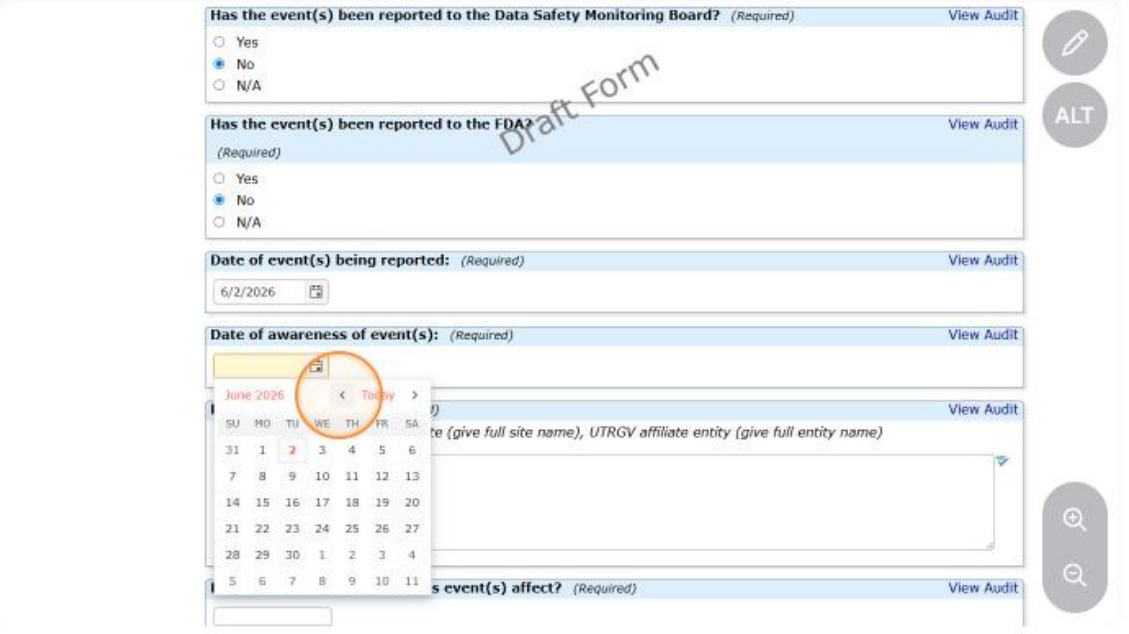
11 Enter the appropriate date.



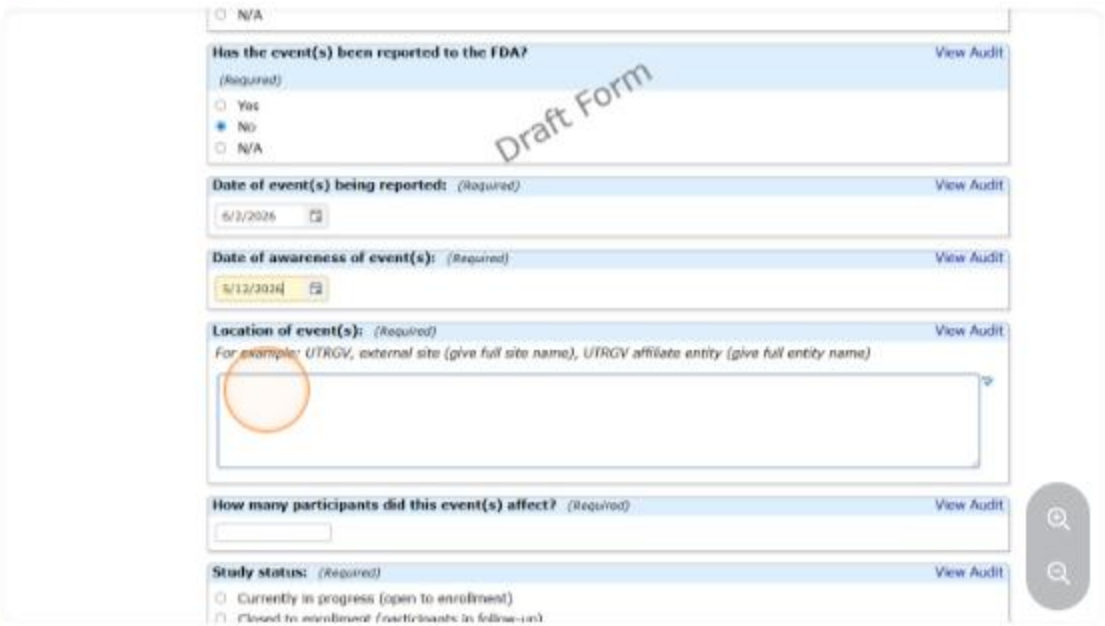
12 Click the caldenar icon.



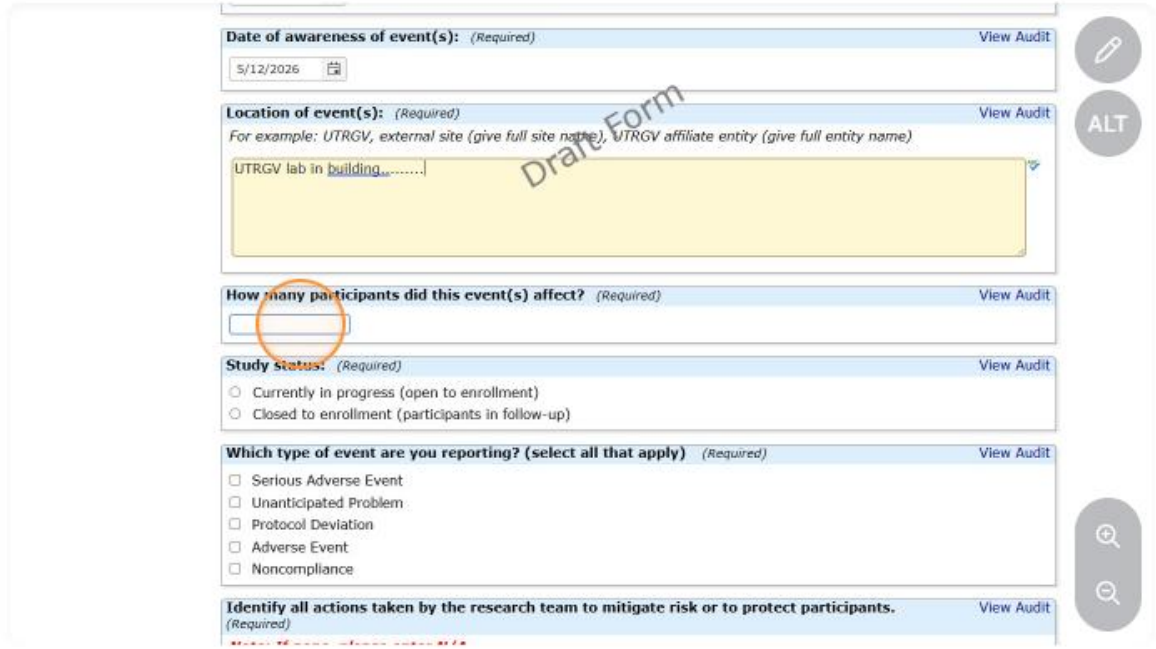
13 Enter the appropriate date.



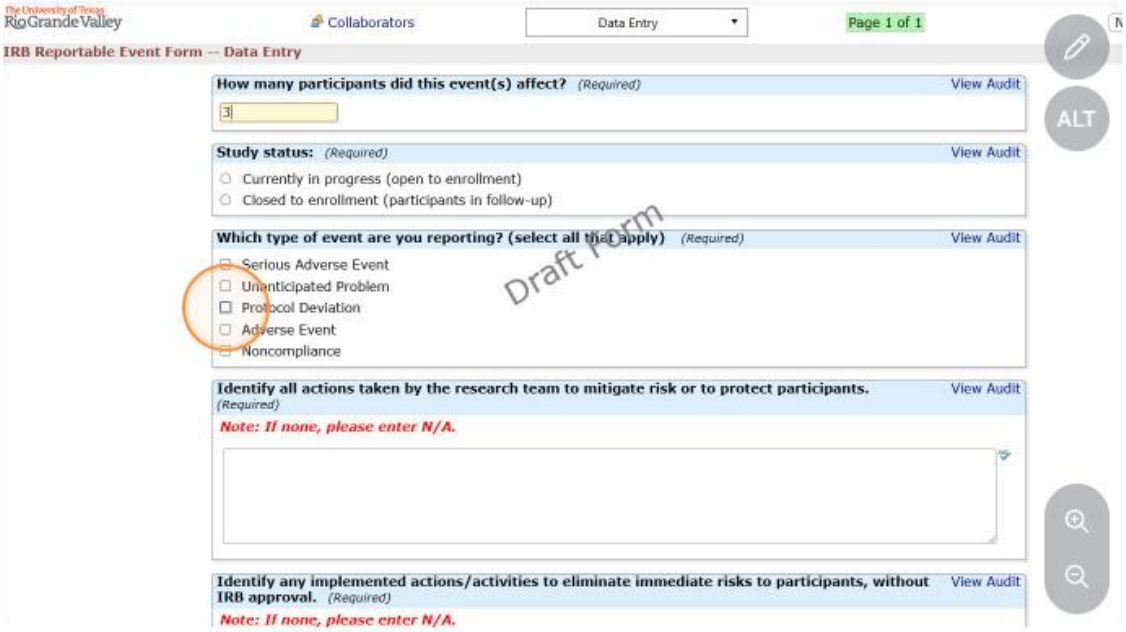
14 Click in the text box and enter the "Location of event(s)".



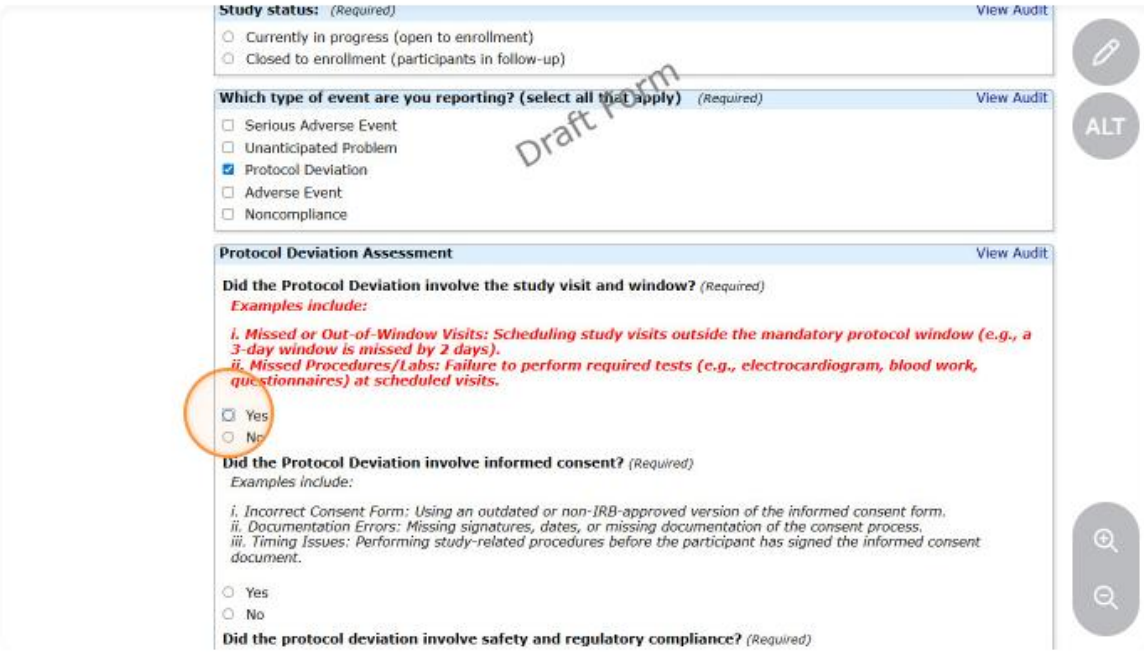
15 Enter the number of affected participants.



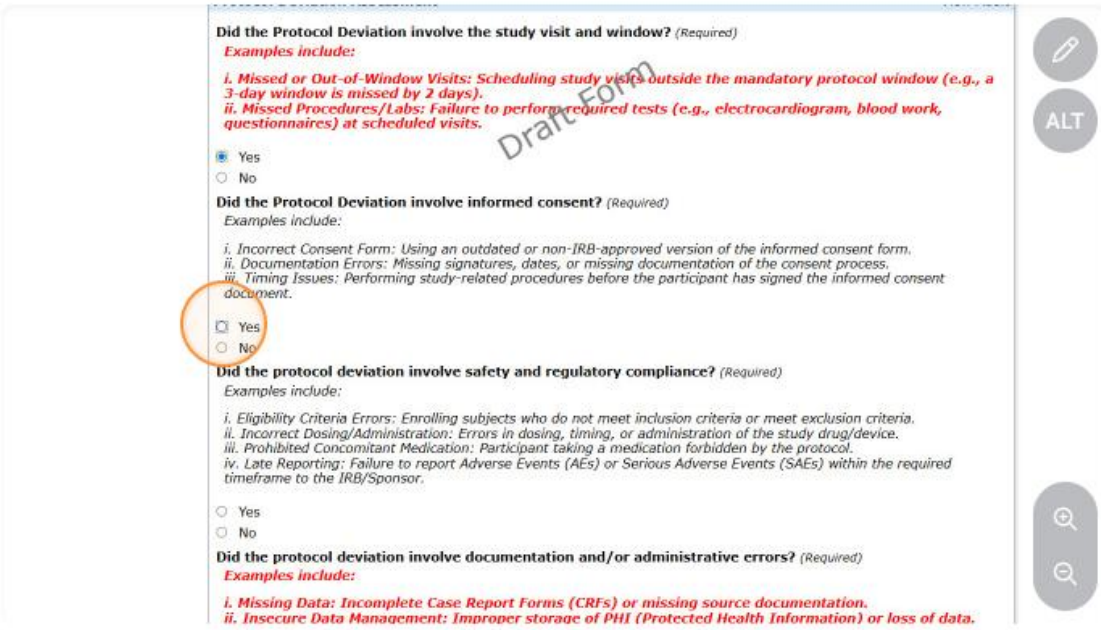
16 Select what you are reporting, in this example I selected "Protocol Deviation".



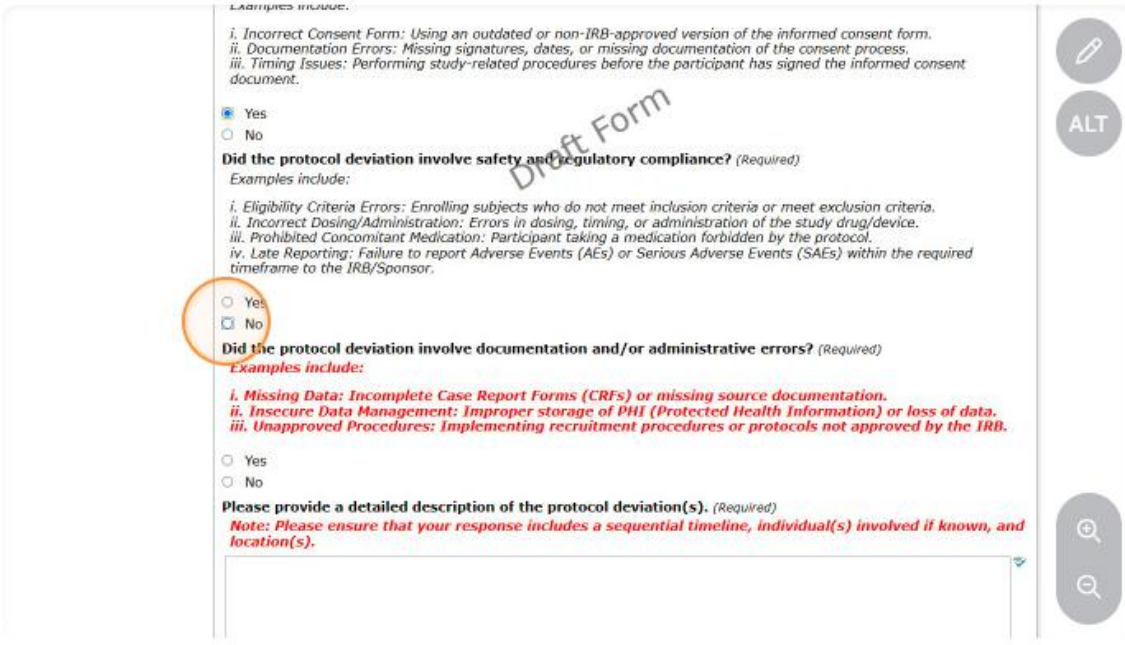
17 Review the guidance/examples to aid in answering the question.



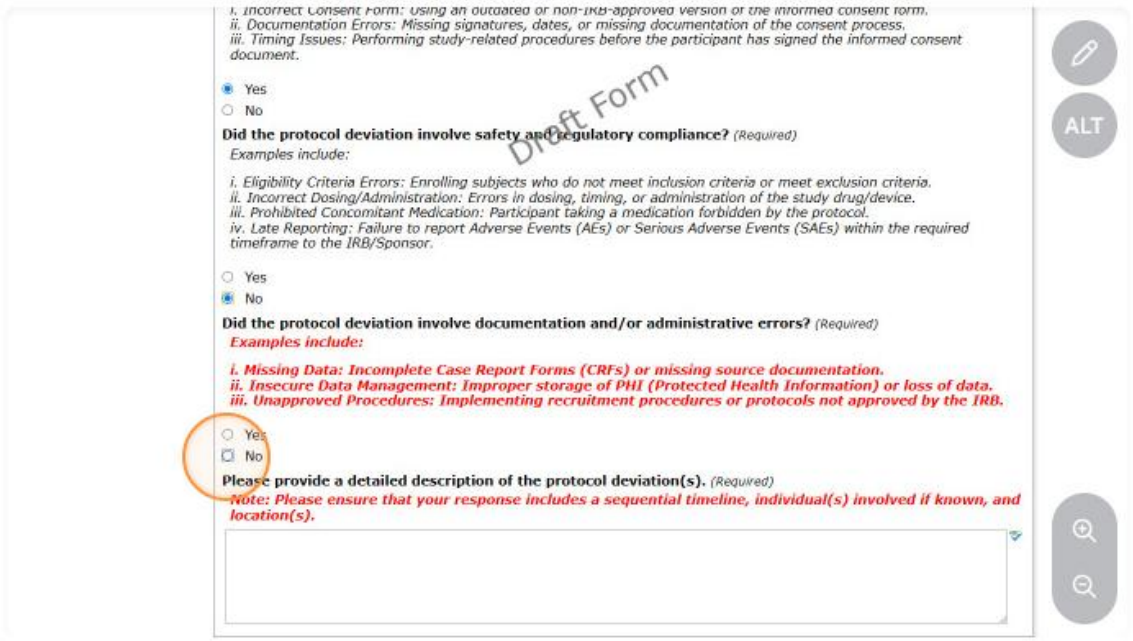
18 Review the guidance/examples to aid in answering the question.



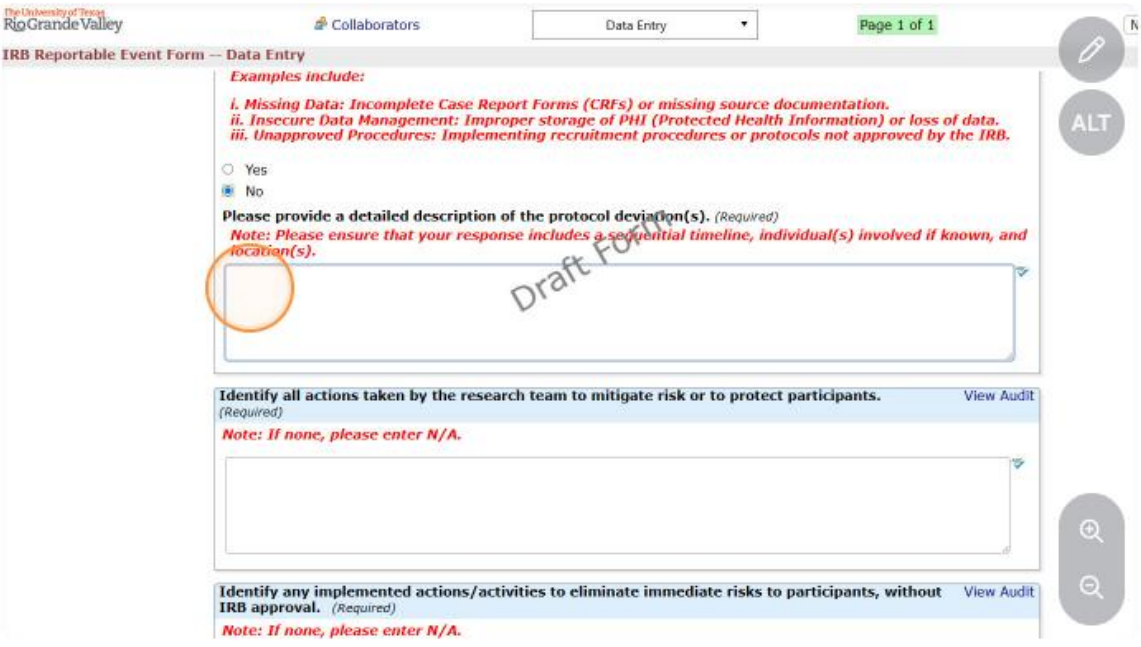
19 Review the guidance/examples to aid in answering the question.



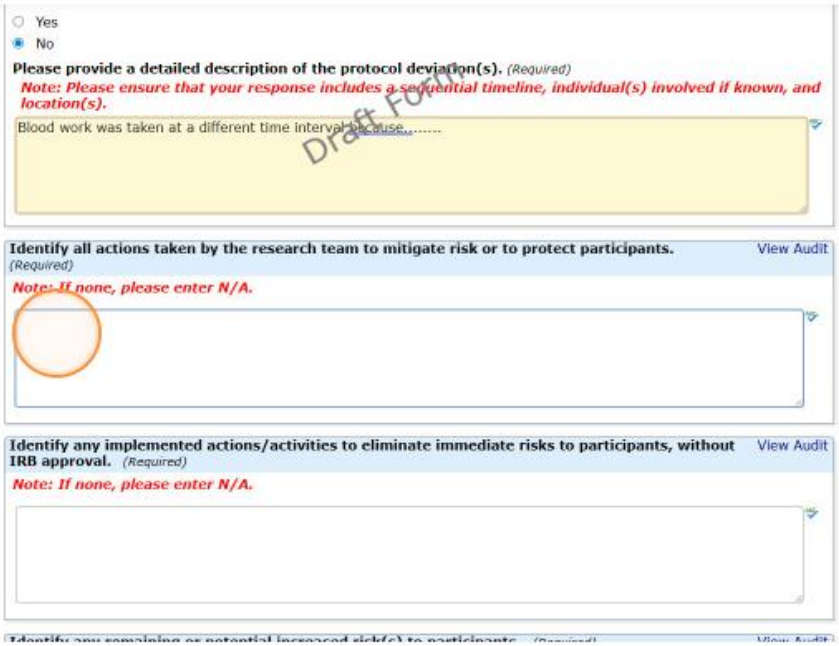
20 Review the guidance/examples to aid in answering the question.



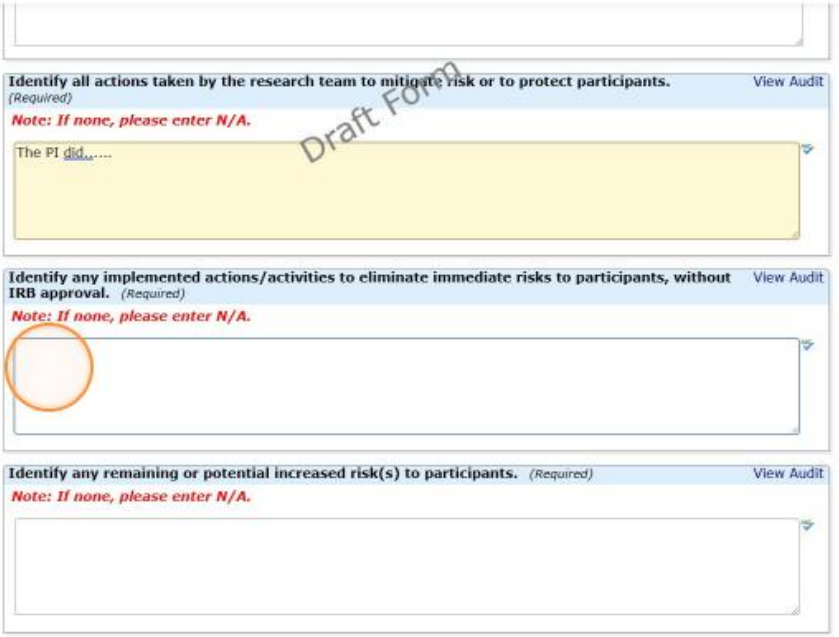
21 Click in the text box to enter the appropriate information.



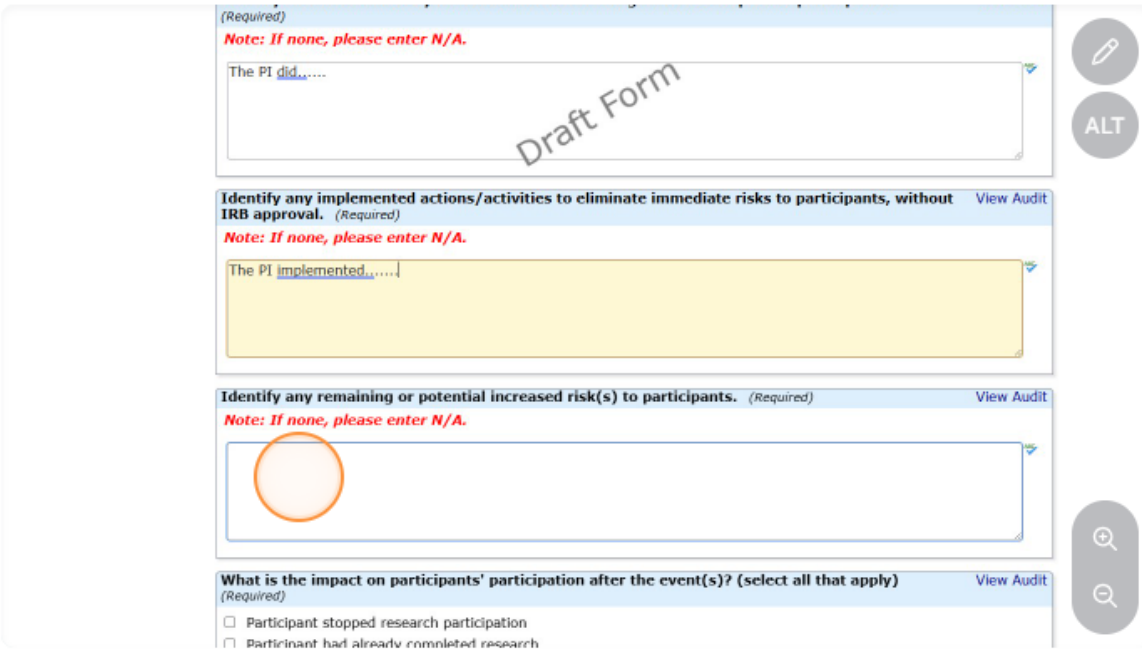
22 Select in all of the applicable text boxes and enter correct information.



23 Select in the text box and enter applicable information or enter N/A.

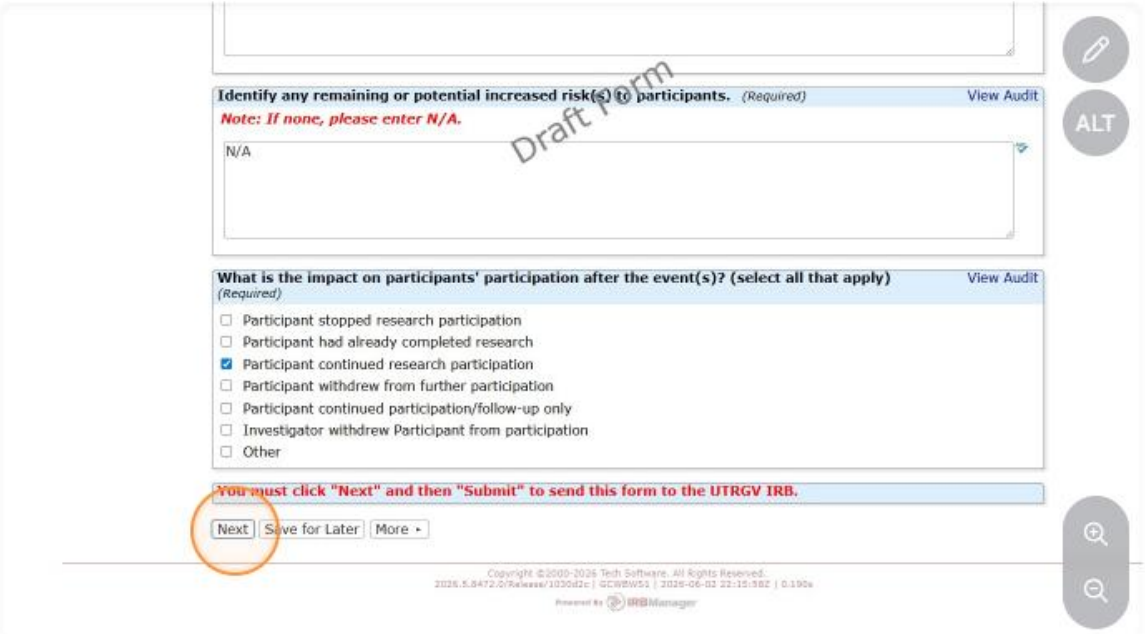


24 Select in the text box and enter applicable information or enter N/A.



25 Identify the participant status.

26 Click "Next" If you have missed any question it will be highlited below.



27 Click "Submit" to move the application to the next stage (e.g. PI review, Faculty advisor review, or IRB review)