

How to Submit an IRB Annual Check-in Form

Learn how to navigate the eIRB portal to successfully submit your annual IRB check-in.

- 1 After successfully signing into eIRB you should see this landing page.

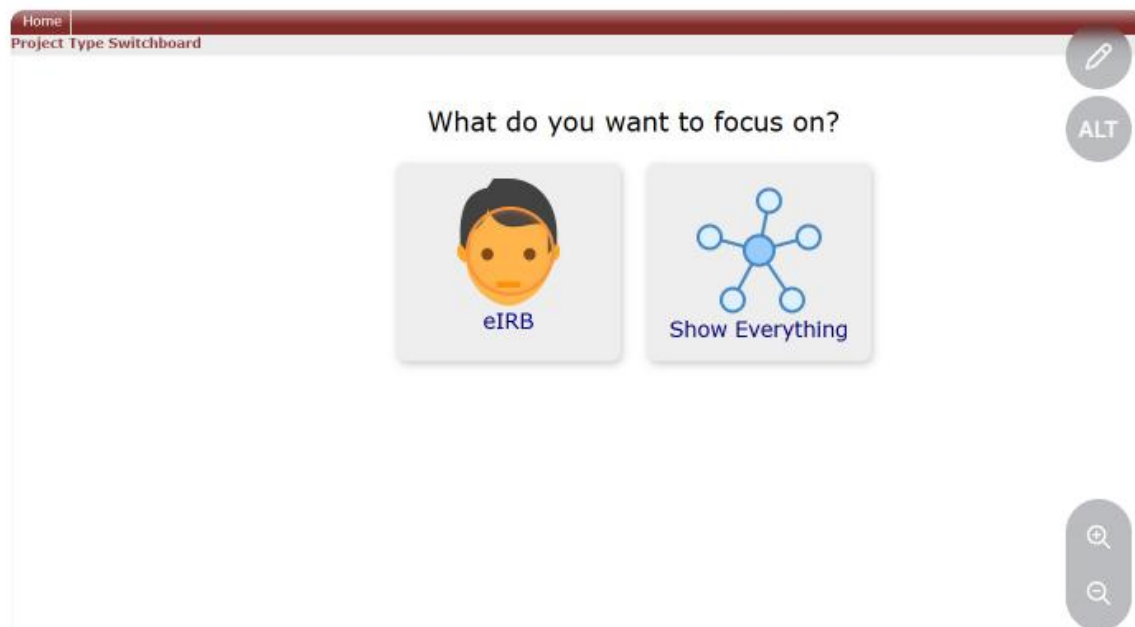
What do you want to focus on?



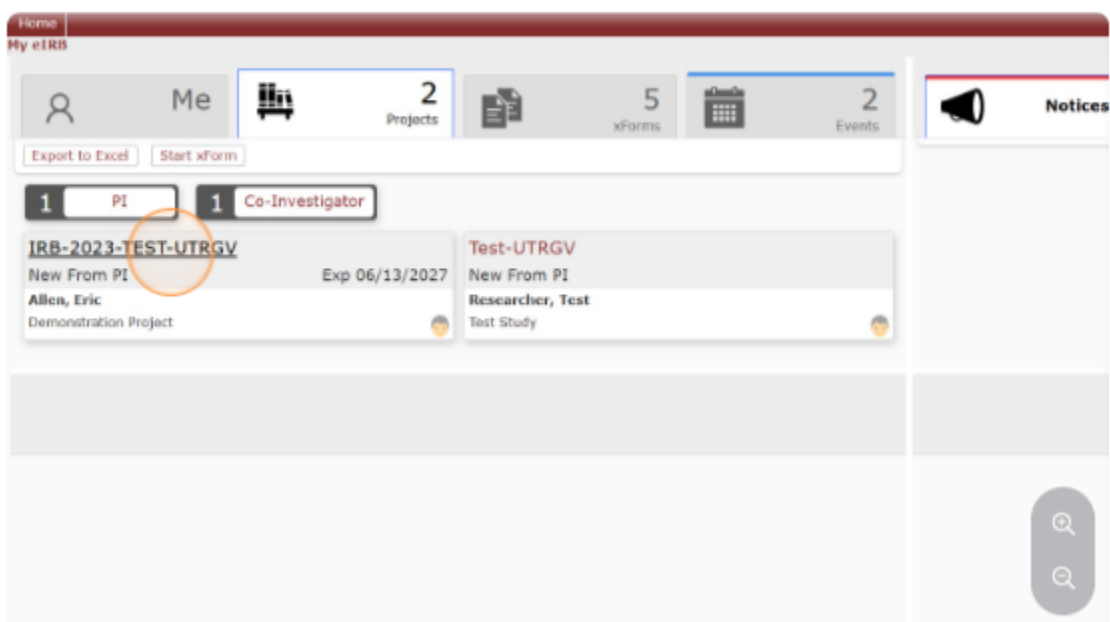
ALT



2 Click the eIRB image.



3 Click "Projects" and then click on the IRB study that you are planning to submit the annual check in. "IRB-2023-TEST-UTRGV"



4 Click "Start xForm"

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Home Project IRB-2023-TEST-UTRGV (eIRB) Find Project (Ctrl-Q) Help

Actions
Send EMail
Start xForm
xForms (1)
Done

Recent Items
IRB-2023-TEST-UTRGV
Test-UTRGV

My Docs & xForms
0 Attachments
5 xForms

Project: IRB-2023-TEST
Committee: IRB
Category:
Department: College of Fine Arts
Agent Types: Focus Groups
Title: Demonstration Project
Exempt Categories:

Sponsor(s): DOE (Primary)
Sponsor Id:
Grants:
CRO:
Year: 2026
Expedited Categories: Category 6, Collection of data from voice or image recordings made for research p
Funding Status: Yes

International Research Status: No
IRB Clinical Research Status: No
IRB Project Review Type: Expedited
Name of External IRB:
Name of Site Relying on UTRGV:
Regulatory Oversight: HHS
Thesis/Dissertation Status: None of the Above

External IRB FWA Number:
International Research Locations:
IRB approved number of participants:
IRB Clinical Trial Status:
Multisite Status:
Name of Other Funding Source:
Other Committee Oversight Status:
Study Populations:
VA Status:

Project-Site
Site(s): UTRGV - University of Texas Rio Grande Valley
Status: New From PI
Approval: June 14, 2025 for 12 months
Initial: June 14, 2025
PI: Allen, Eric
Additional: N
Expiration: June 13, 2025
Other Expirations: IRB Annual Check-in Due

5 Click "IRB Annual Check-in Form"

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Start Form on Project-Site IRB-2023-TEST-UTRGV Filter:

Select xForm to start

Action	Form (Click to start)	Description
	IRB Annual Check-in Form (Draft)	IRB Annual Check-in Form
	IRB Reportable Event Form (Draft)	IRB Reportable Event Form
	IRB Study Closure Form (Draft)	IRB Study Closure Form

- 6 Answer the questions based on the current status of your project. In this example the research is on going so click the "Enrollment and data collection continues" field.

Draft Form

Project [View Audit](#)

Demonstration Project

Principal Investigator [View Audit](#)

Allen, Eric
Email: eric.allen@utrgv.edu Phone:

Faculty Advisor [View Audit](#)

Note: If blank, there is no faculty advisor for this project.

Name Role

What is the current status of the project? (Required) [View Audit](#)

If enrollment has ended and only de-identified data analysis is ongoing, or if the study is completed, please submit a project closure.

☒ Enrollment and data collection continues
☐ Paused
☐ De-identified data analysis is ongoing
☐ Completed

Will there be any changes to the research study, such as funding, study personnel, research design, or any documents that were originally approved by the IRB? (Required) [View Audit](#)

☐ Yes
☐ No

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

Next Save for Later More ▾

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2026-5-8472-5/Release/1030826 | GCMW055 | 2026-04-02 21:00:32 | 8.176s
Present by IRBManager

- 7 Answer this question based on your project, in this example there were no changes since IRB approval, in this example I selected "No".

Draft Form

Principal Investigator [View Audit](#)

Allen, Eric
Email: eric.allen@utrgv.edu Phone:

Faculty Advisor [View Audit](#)

Note: If blank, there is no faculty advisor for this project.

Name Role

What is the current status of the project? (Required) [View Audit](#)

If enrollment has ended and only de-identified data analysis is ongoing, or if the study is completed, please submit a project closure.

☒ Enrollment and data collection continues
☐ Paused
☐ De-identified data analysis is ongoing
☐ Completed

Will there be any changes to the research study, such as funding, study personnel, research design, or any documents that were originally approved by the IRB? (Required) [View Audit](#)

☐ Yes
☒ No

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

Next Save for Later More ▾

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- 8 Review the red text at the bottom of the page, then click the "Next" button.

Principal Investigator: [View Audit](#)
Allen, Eric
Email: eric.allen@utrgv.edu Phone:

Faculty Advisor: [View Audit](#)
Note: If blank, there is no faculty advisor for this project.
Name: Role:

What is the current status of the project? (Required) [View Audit](#)
If enrollment has ended and only de-identified data analysis is ongoing, or if the study is completed, please submit a project closure.
☒ Enrollment and data collection continues
☐ Paused
☐ De-identified data analysis is ongoing
☐ Completed

Will there be any changes to the research study, such as funding, study personnel, research design, or any documents that were originally approved by the IRB? (Required) [View Audit](#)
☐ Yes
☒ No

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

[Next](#) [Save for Later](#) [More ▾](#)

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2024-03-07 10:00:00 (UTC-05:00) / 2024-03-07 10:00:00 (UTC-05:00)
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- 9 Click "Submit" to send your application to the next stage.

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Form Complete

Form Completed
You've completed the form. You can now either save the form for later revision, or submit it.

[Go Back](#) [Save for Later](#) [Print](#) [Submit](#)