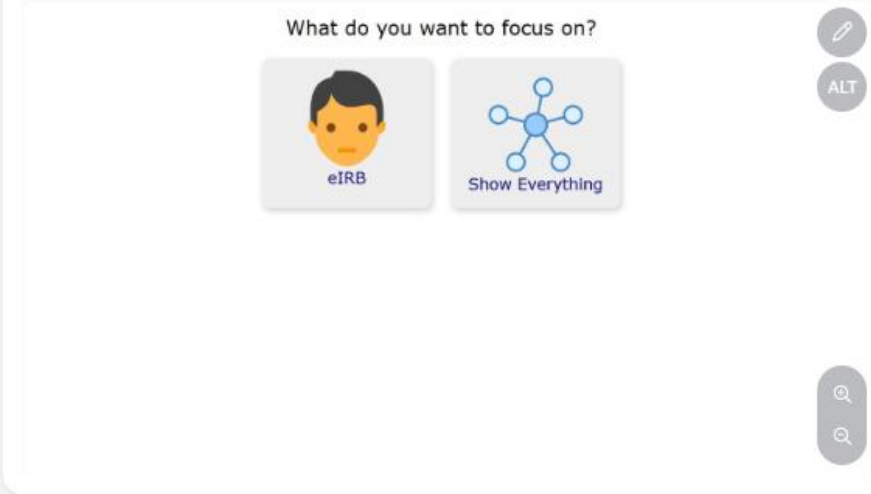
How To Submit An IRB Continuing Review Application

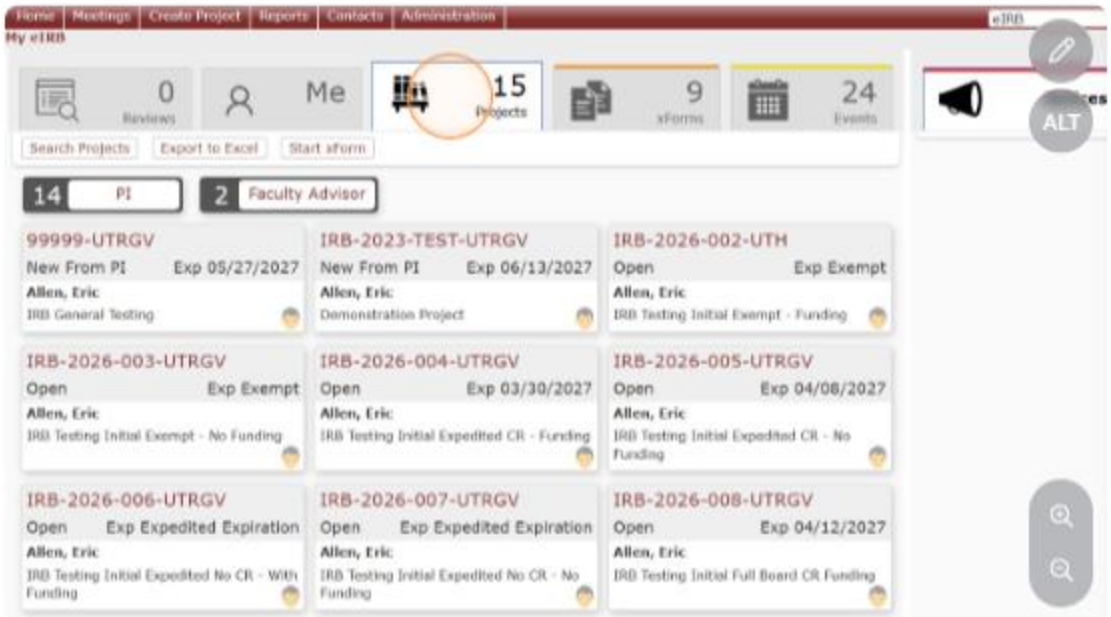
Learn the process for submitting an IRB continuing review through the eIRB portal.

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

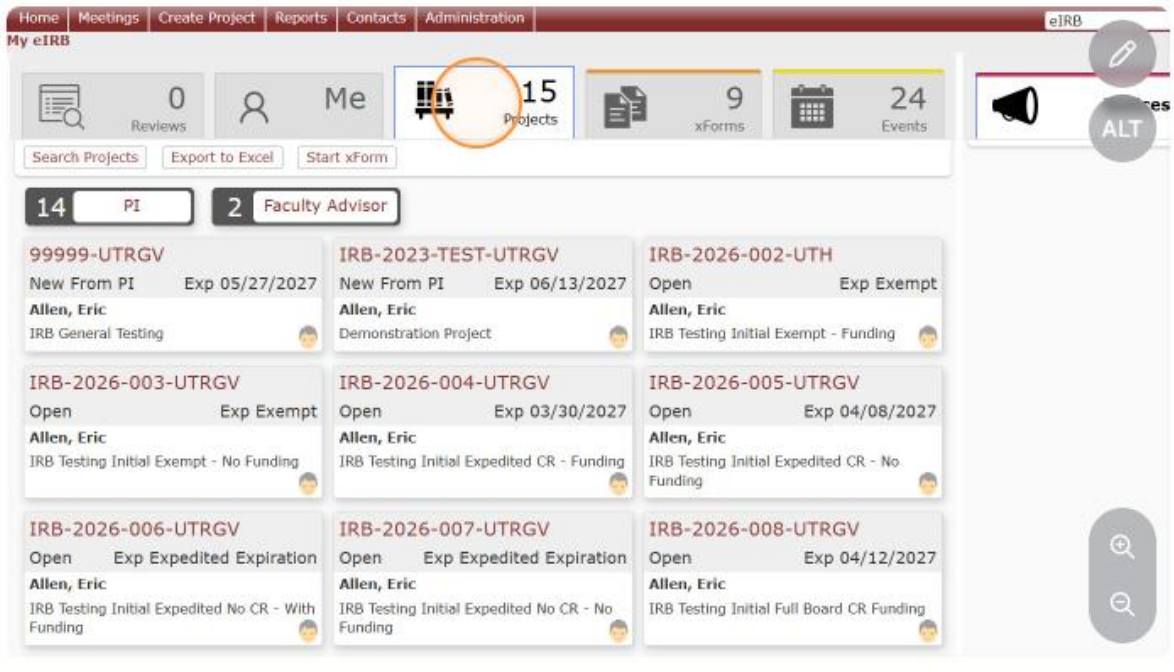


2 Click "eIRB"

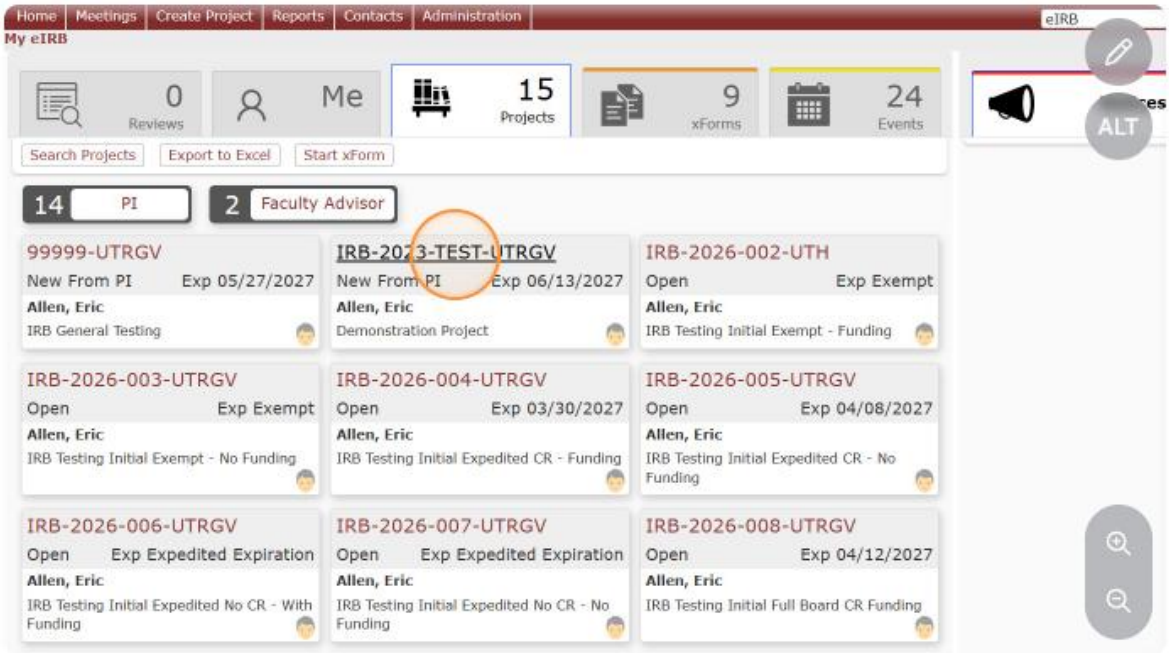
3 Click "Projects"



4 Note only click “projects” once

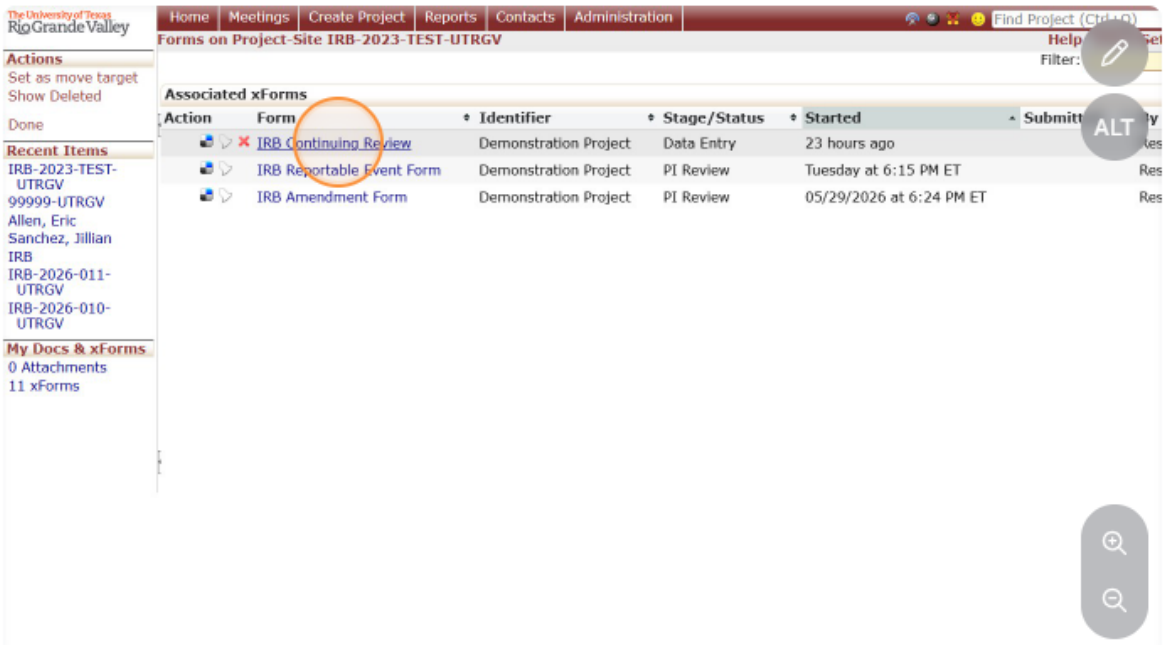


5 Click on the project you wish to submit a continuing review for "IRB-2023-TEST-UTRGV".

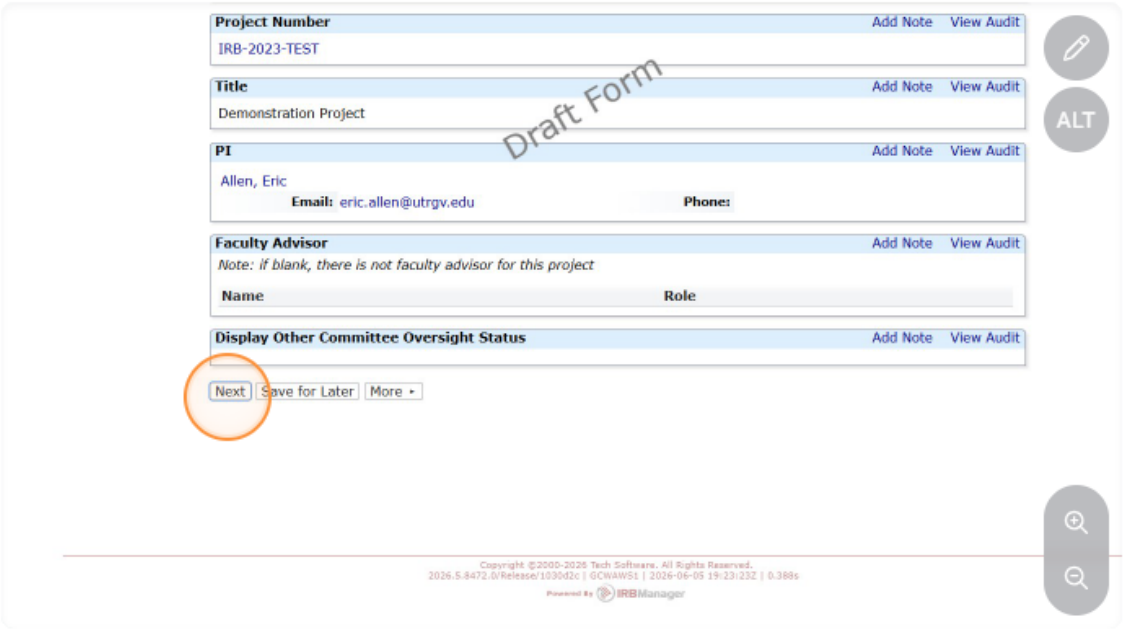


6 Click "xForms"

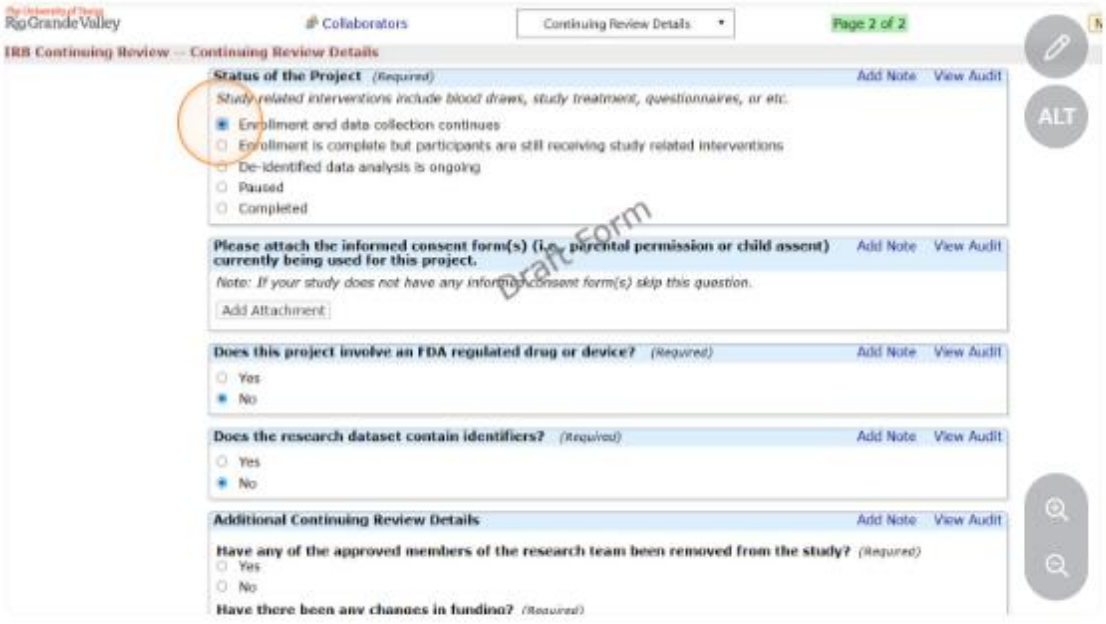
7 Click "IRB Continuing Review"



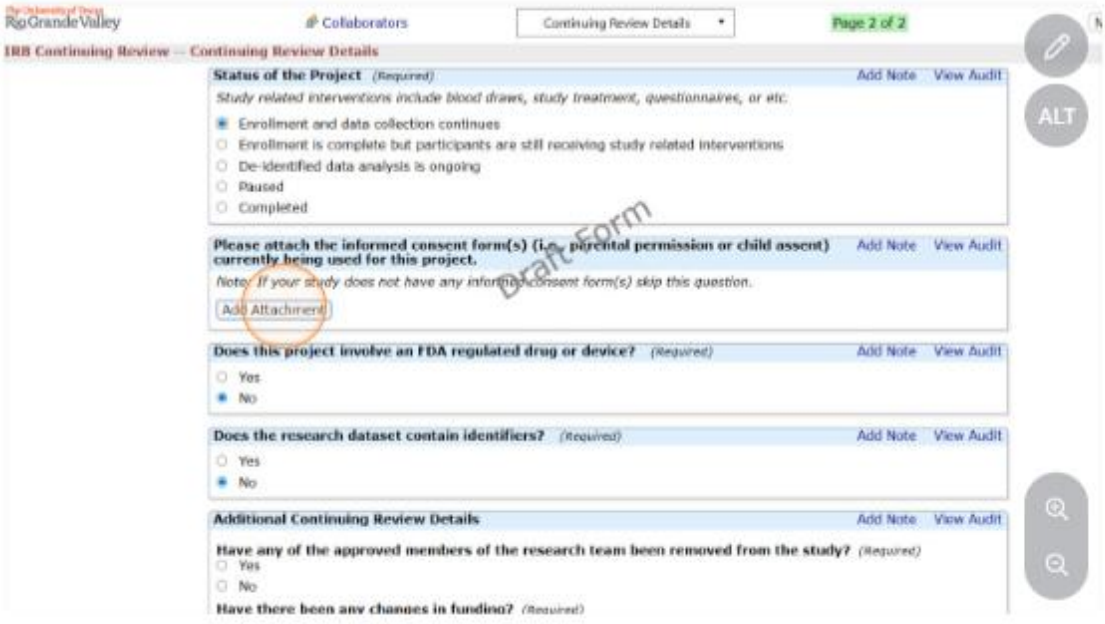
8 Verify information on this page then click "next" this button.



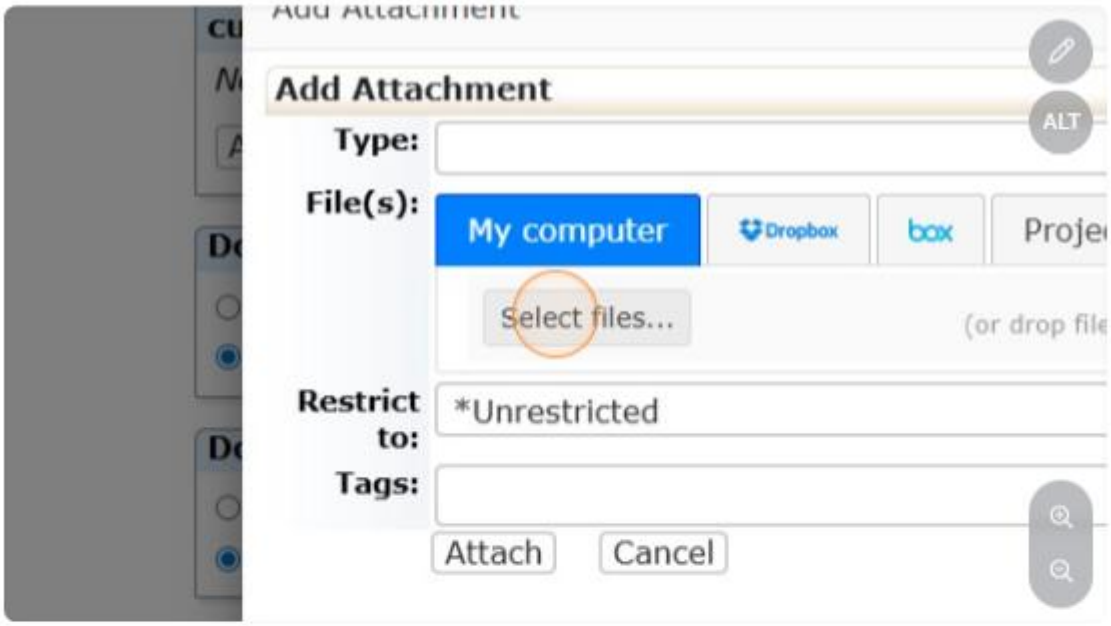
9 Select the appropriate option for your research project, in this example I chose "Enrollment and data collection continues".



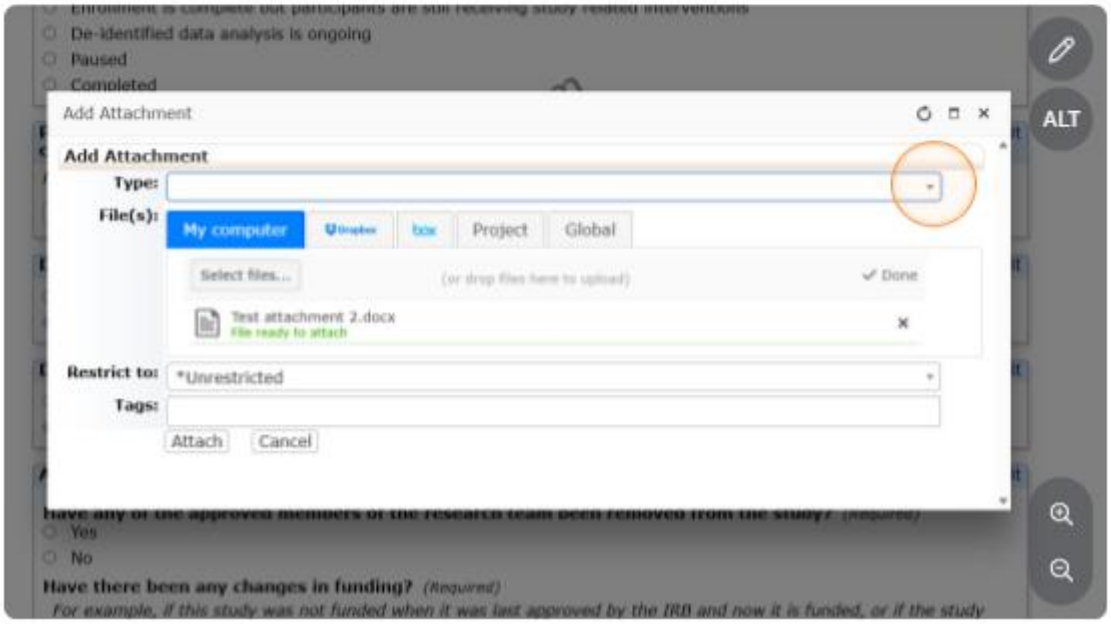
10 Due to the previous response you will need to attach a copy of the consent documents, click "add attachment".



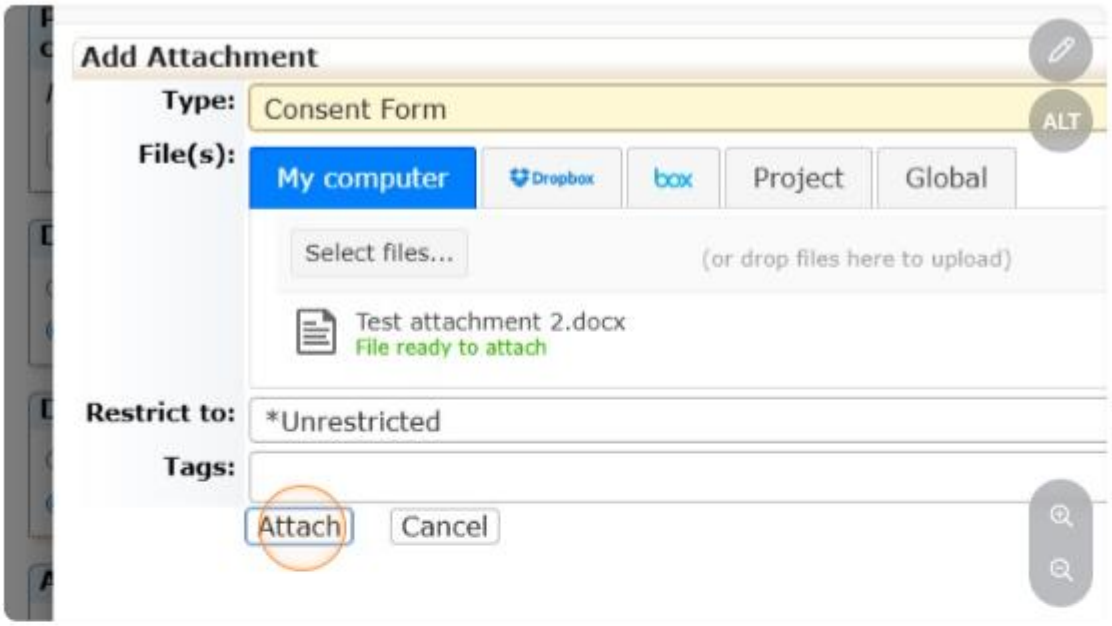
11 Select the appropriate file from your computer by clicking "Select files..."



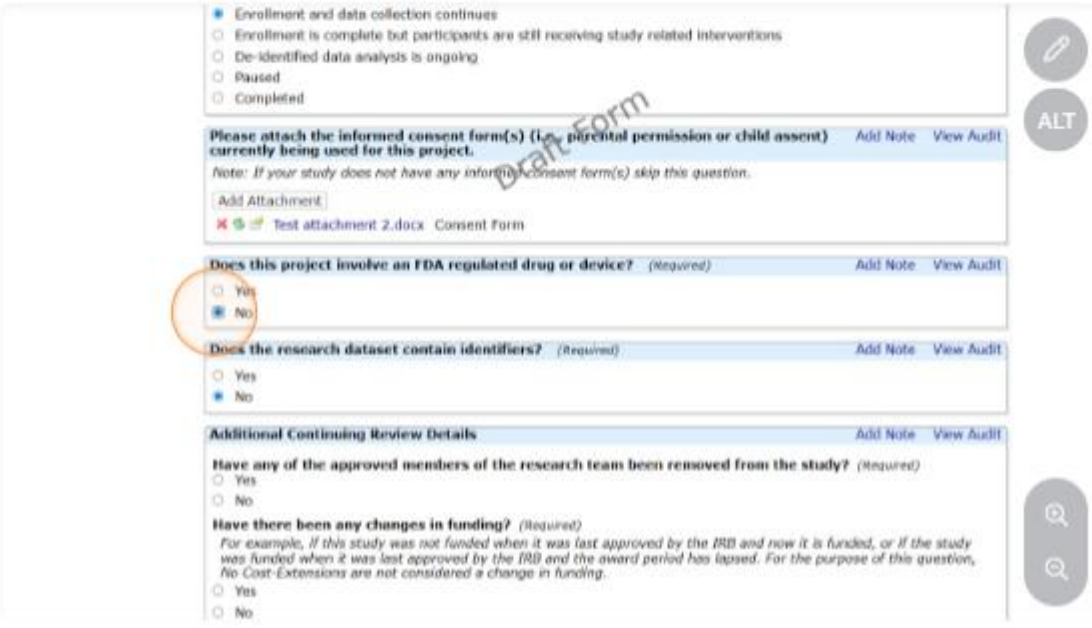
12 At the end of the "Type" field click the down arrow and select the appropriate title for your attachment.



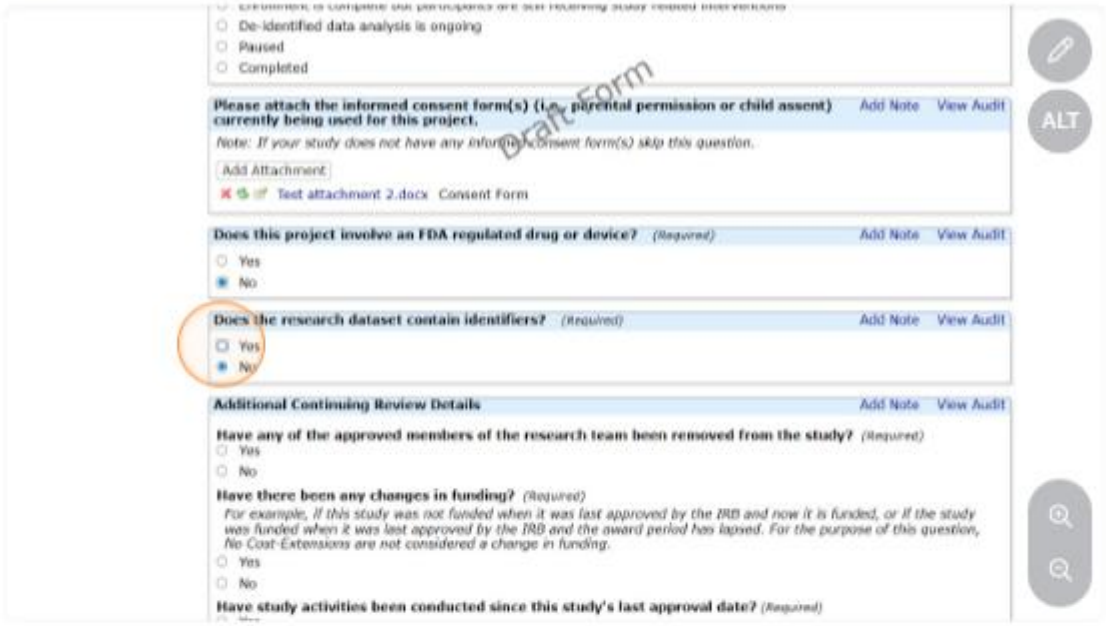
13 Click "Attach"



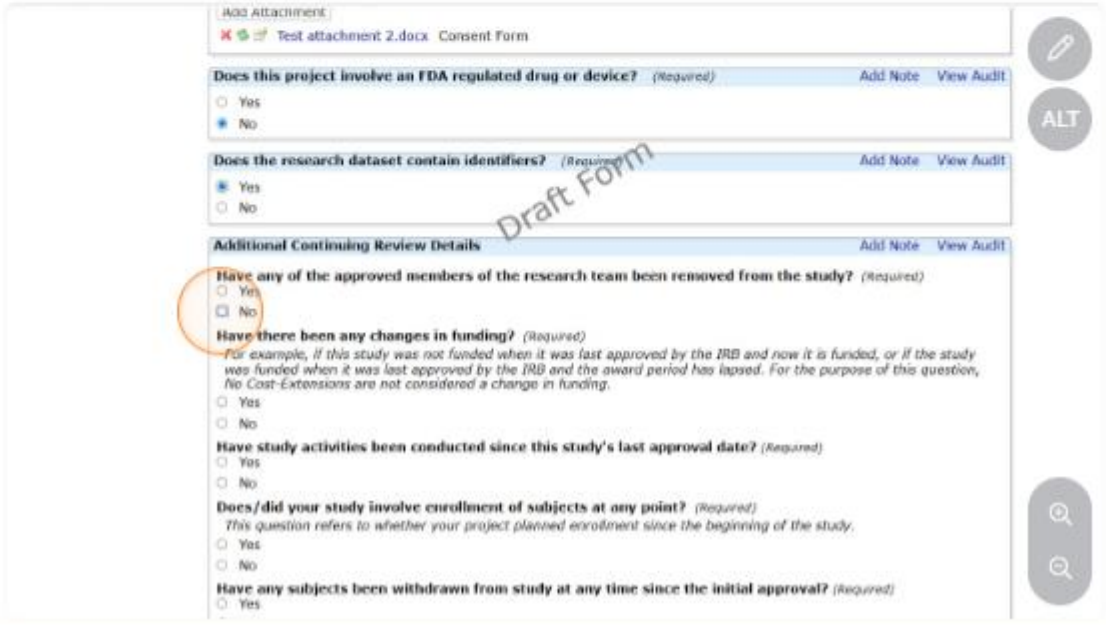
14 Select the appropriate answer, in this example I selected "No".



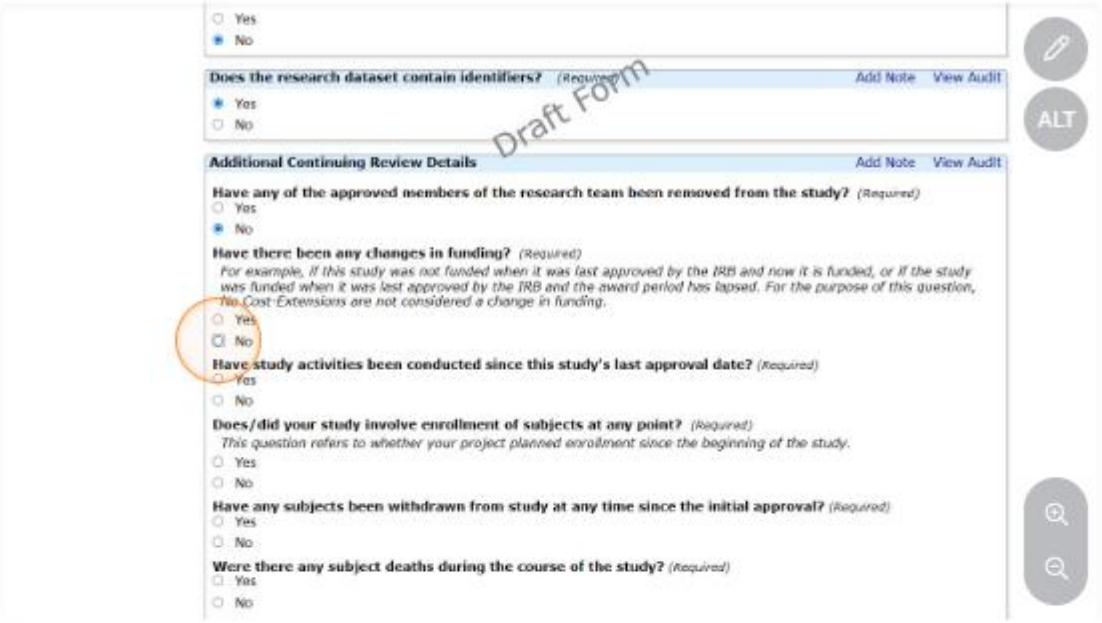
15 Select the appropriate answer, in this example I selected "No".



16 Select the appropriate answer, in this example I selected "No".

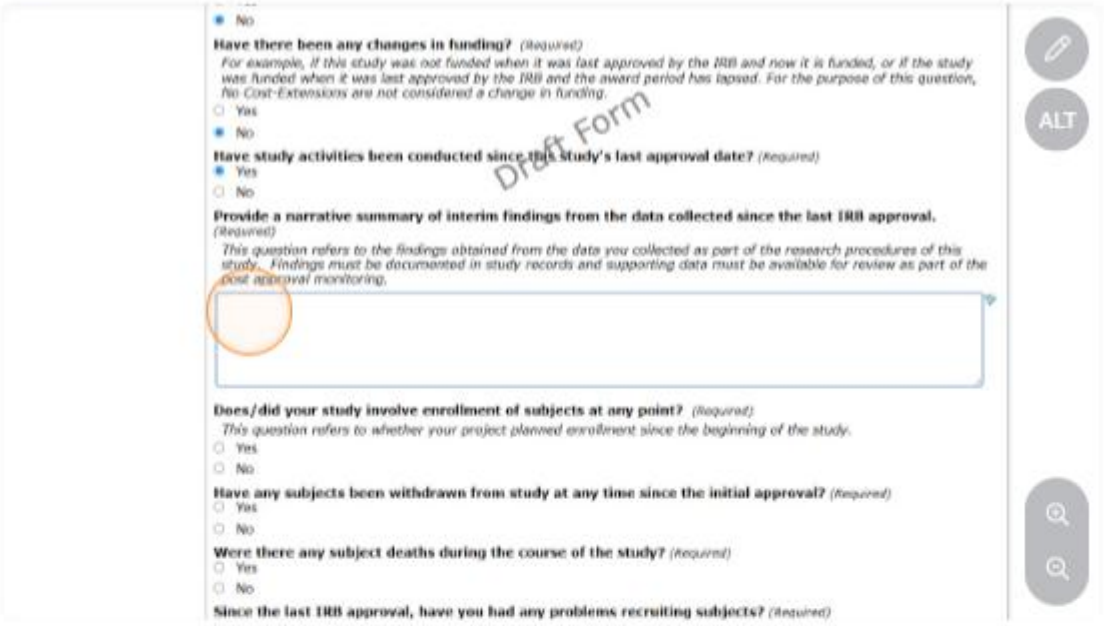


17 Select the appropriate answer, in this example I selected "No".



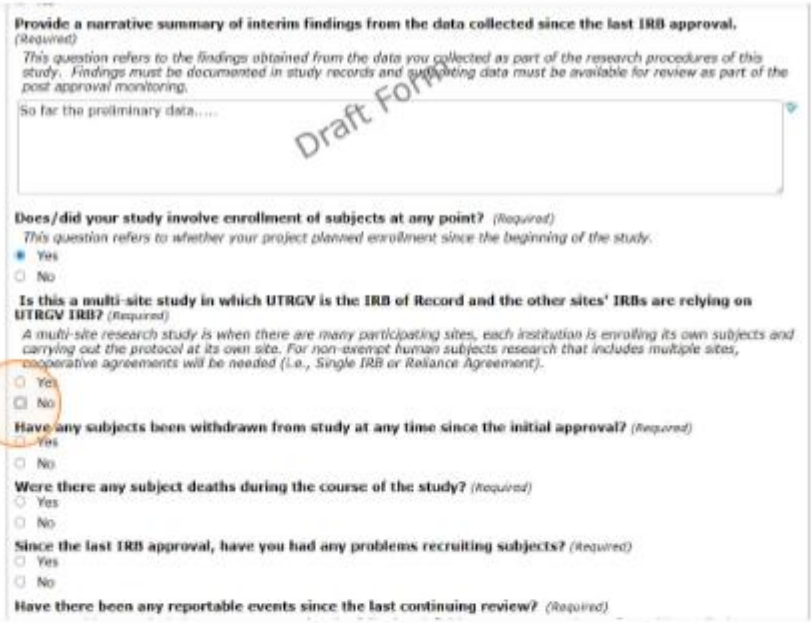
18 Select the appropriate answer, in this example I selected "Yes".

19 Click in the textbox and provide the appropriate response.

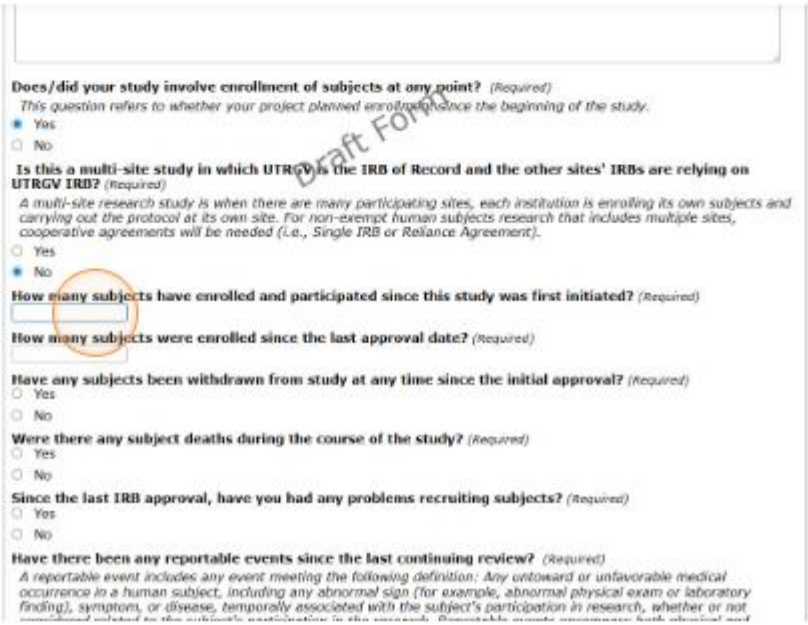


20 Select the appropriate answer, in this example I selected "Yes".

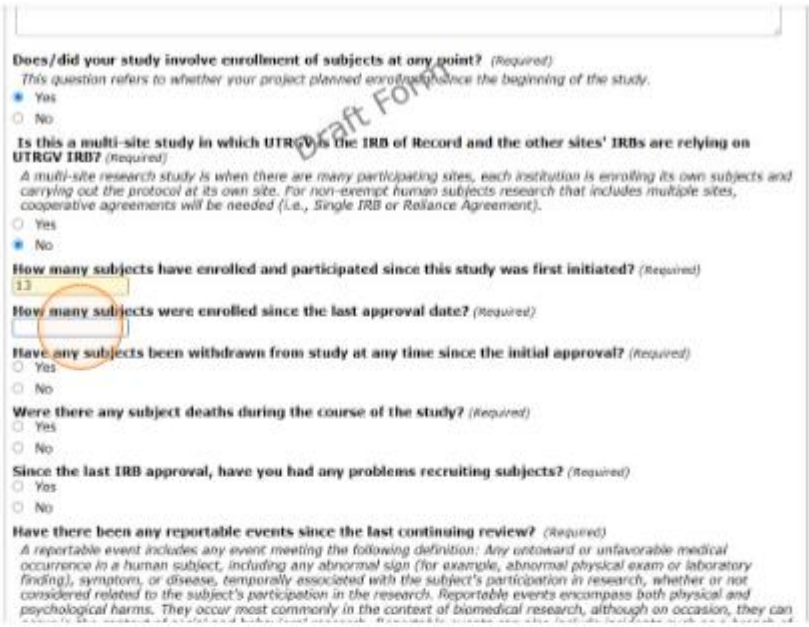
21 Select the appropriate answer, in this example I selected "No".



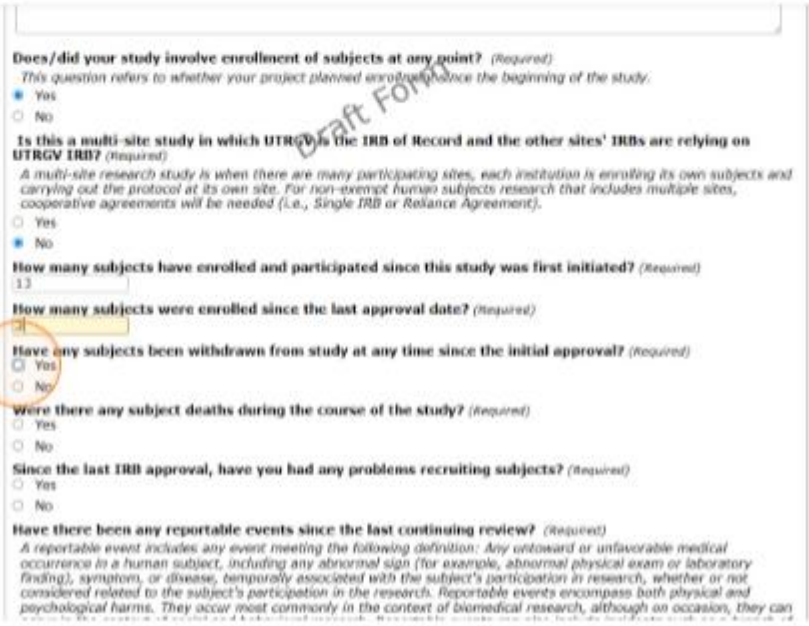
22 Provide the approriate answer.



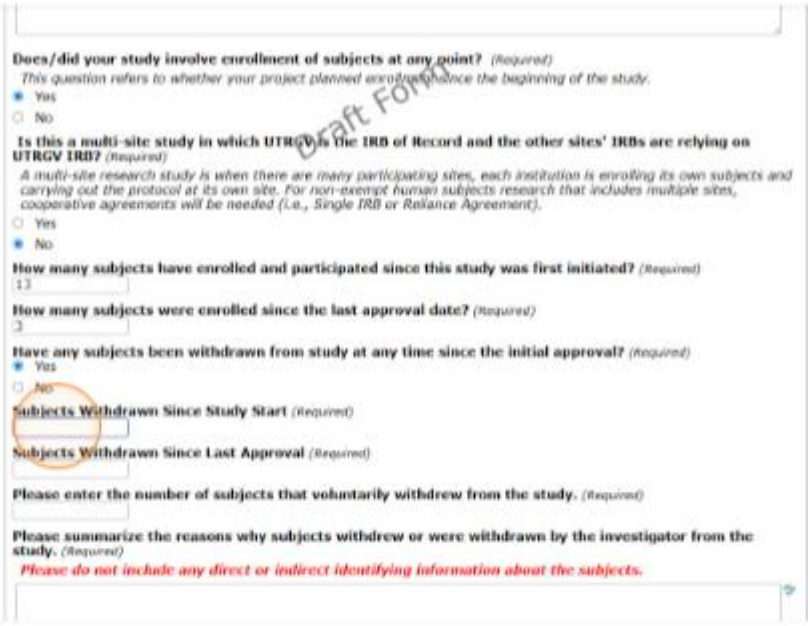
23 Provide the appropriate answer.



24 Select the appropriate answer, in this example I selected "Yes".



25 Provide the appropriate response.



Does/did your study involve enrollment of subjects at any point? *(Required)*
This question refers to whether your project planned enrollment since the beginning of the study.
- (•) Yes
- ( ) No

Is this a multi-site study in which UTRGV is the IRB of Record and the other sites' IRBs are relying on UTRGV IRB? *(Required)*
A multi-site research study is when there are many participating sites, each institution is enrolling its own subjects and carrying out the protocol at its own site. For non-exempt human subjects research that includes multiple sites, cooperative agreements will be needed (i.e., Single IRB or Reliance Agreement).
- ( ) Yes
- (•) No

How many subjects have enrolled and participated since this study was first initiated? *(Required)*
13

How many subjects were enrolled since the last approval date? *(Required)*
3

Have any subjects been withdrawn from study at any time since the initial approval? *(Required)*
- (•) Yes
- ( ) No

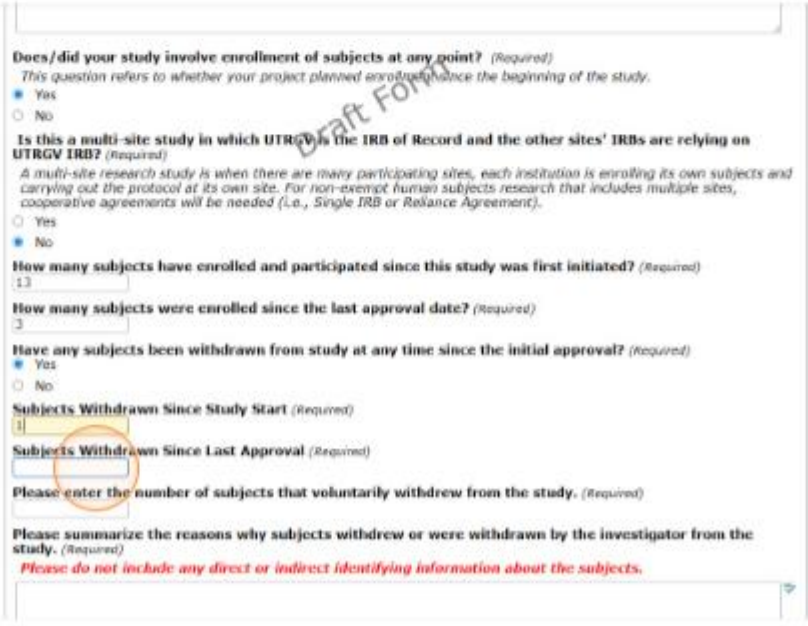
Subjects Withdrawn Since Study Start *(Required)*

Subjects Withdrawn Since Last Approval *(Required)*

Please enter the number of subjects that voluntarily withdrew from the study. *(Required)*

Please summarize the reasons why subjects withdrew or were withdrawn by the investigator from the study. *(Required)*
Please do not include any direct or indirect identifying information about the subjects.

26 Provide the appropriate response.



Does/did your study involve enrollment of subjects at any point? *(Required)*
This question refers to whether your project planned enrollment since the beginning of the study.
- (•) Yes
- ( ) No

Is this a multi-site study in which UTRGV is the IRB of Record and the other sites' IRBs are relying on UTRGV IRB? *(Required)*
A multi-site research study is when there are many participating sites, each institution is enrolling its own subjects and carrying out the protocol at its own site. For non-exempt human subjects research that includes multiple sites, cooperative agreements will be needed (i.e., Single IRB or Reliance Agreement).
- ( ) Yes
- (•) No

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3

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- (•) Yes
- ( ) No

Subjects Withdrawn Since Study Start *(Required)*
1

Subjects Withdrawn Since Last Approval *(Required)*

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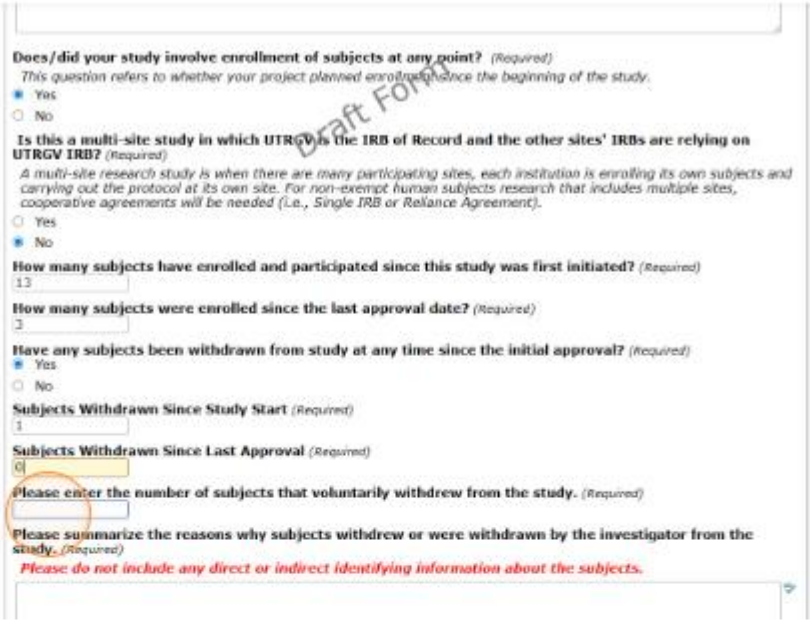
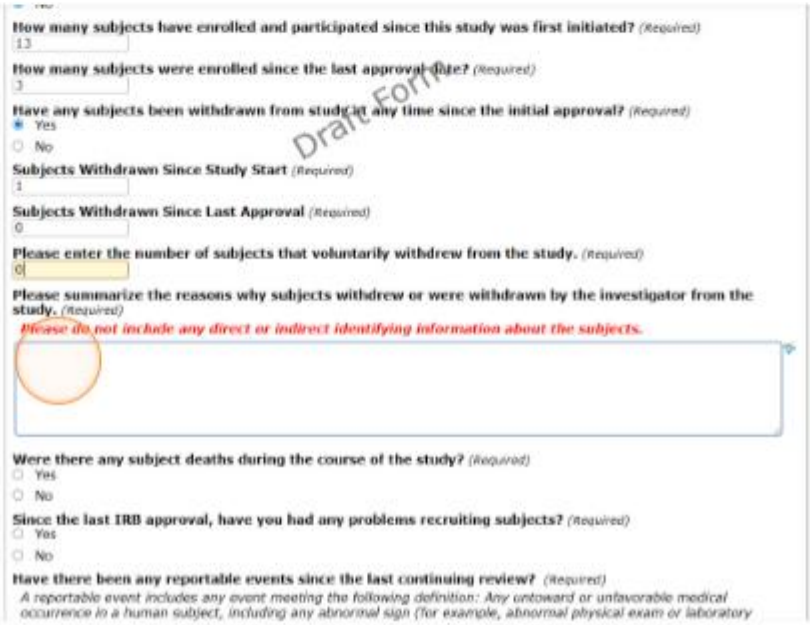
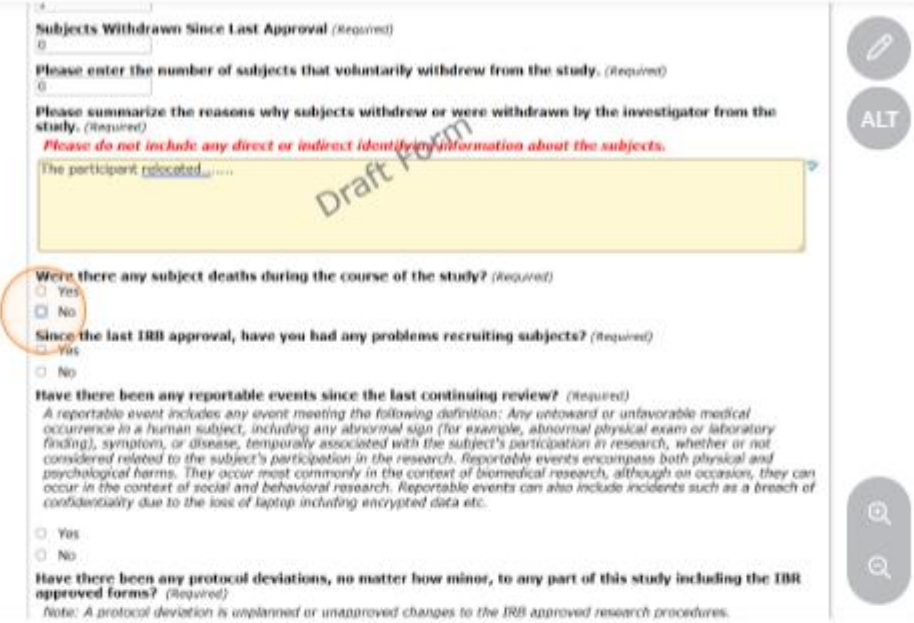
27 Provide the appropriate response.



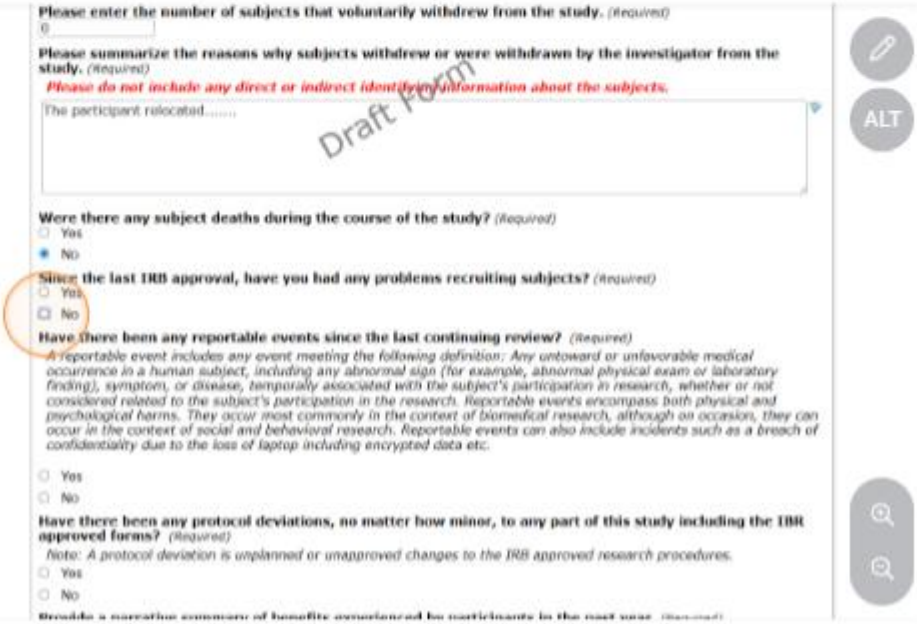
28 Click in the textbox and provide the appropriate response.



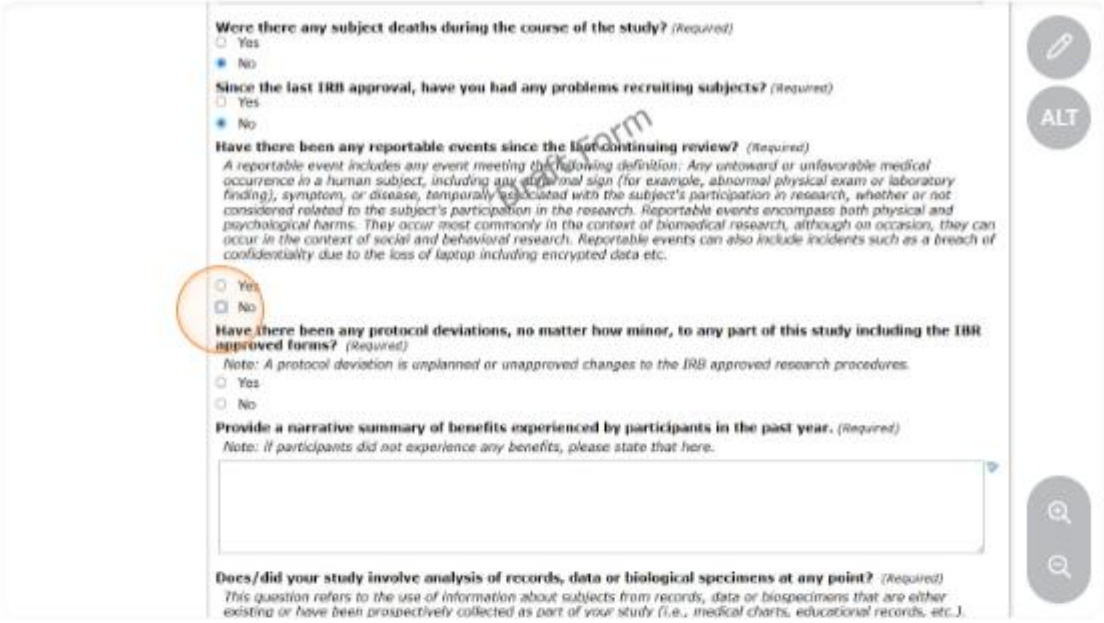
29 Select the appropriate answer, in this example I selected "No".



30 Select the appropriate answer, in this example I selected "No".

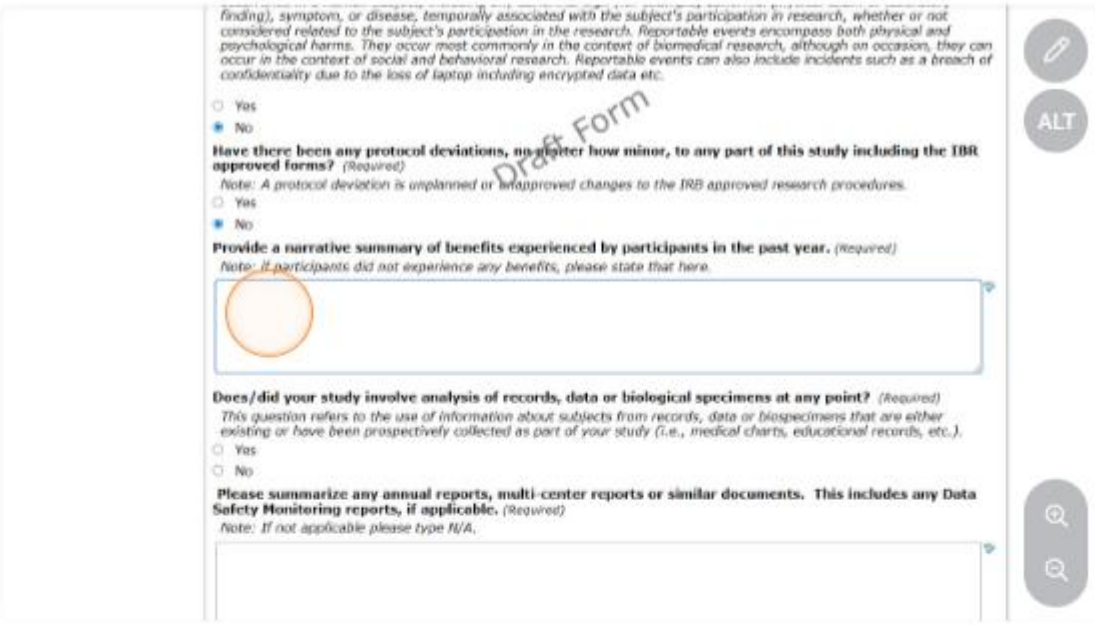


31 Select the appropriate answer, in this example I selected "No".

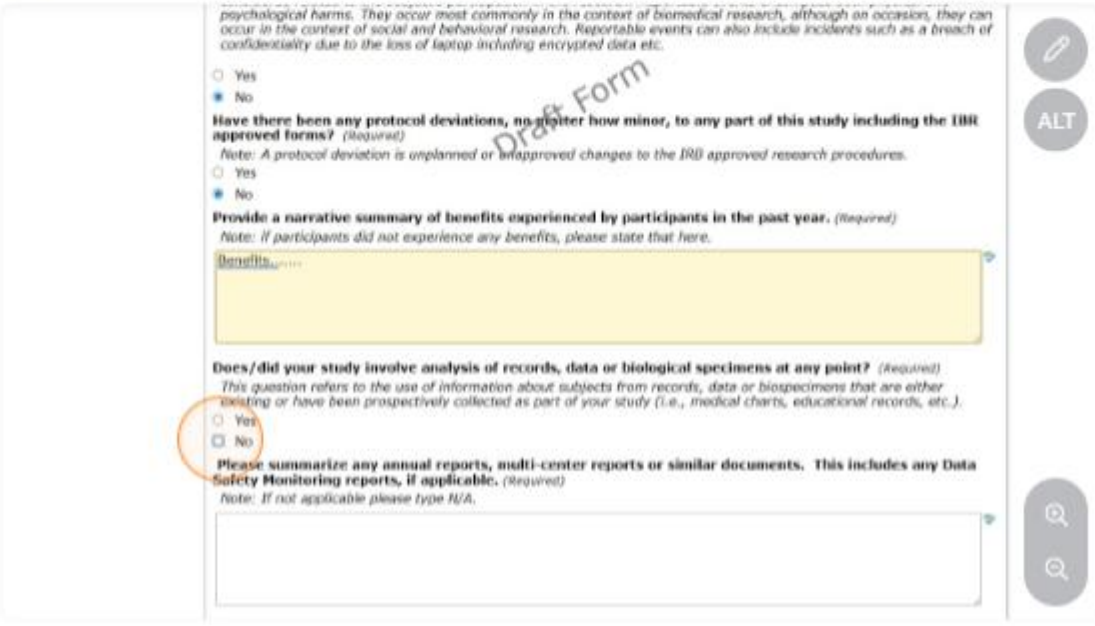


32 Select the appropriate answer, in this example I selected "No".

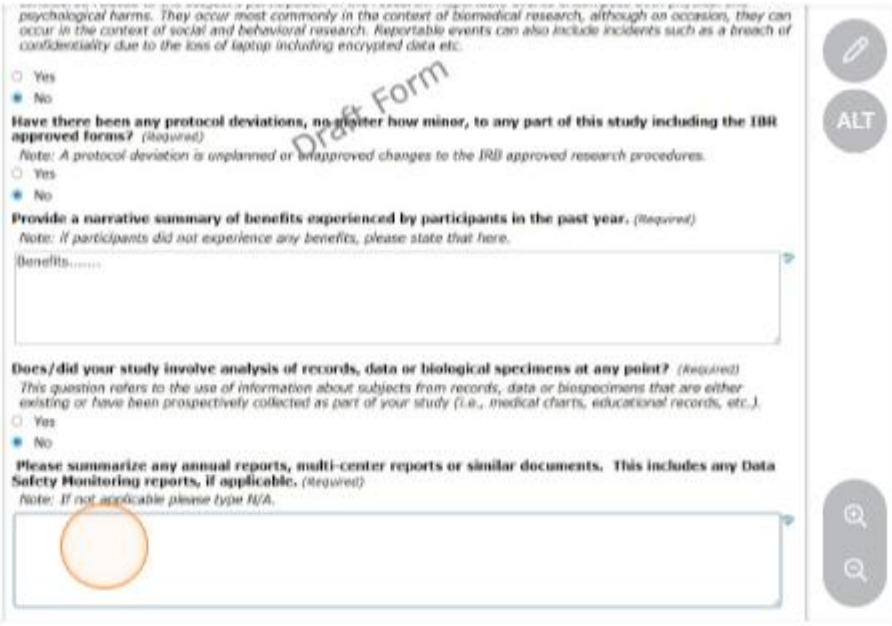
33 Click in the textbox and provide the appropriate response.



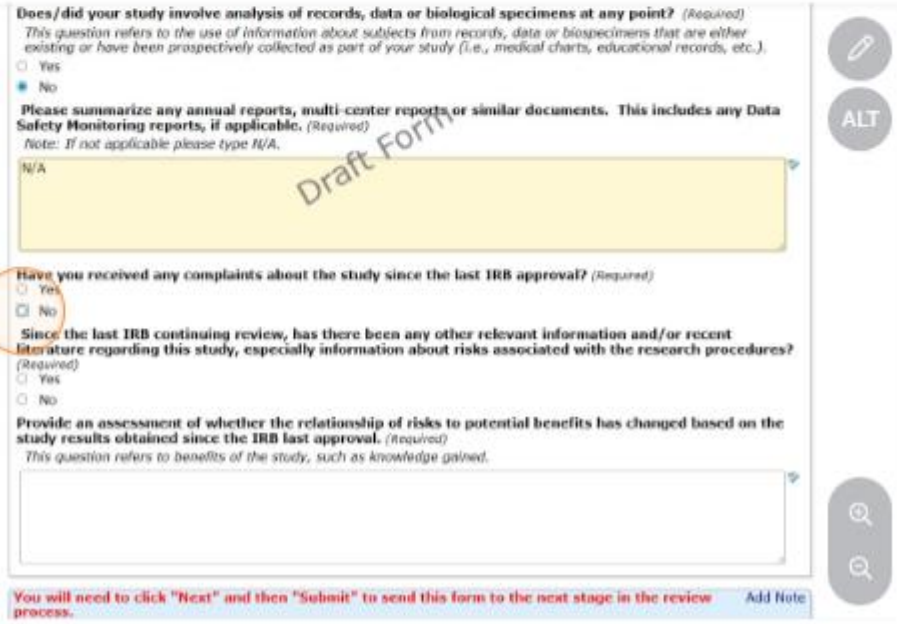
34 Select the appropriate answer, in this example I selected "No".



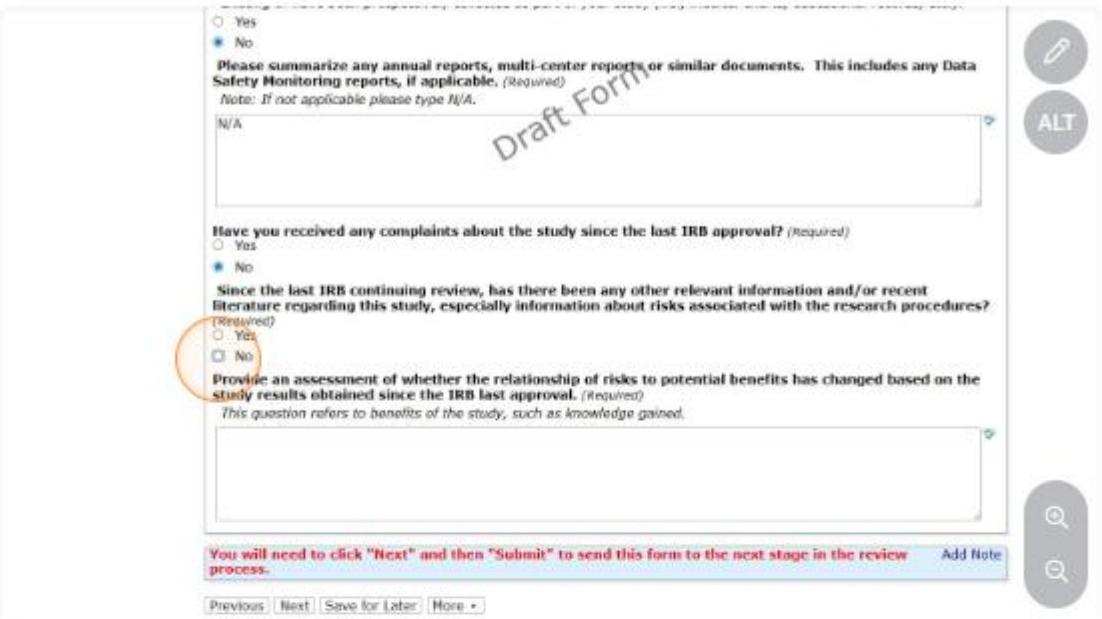
35 Click in the textbox and provide the approriate response.



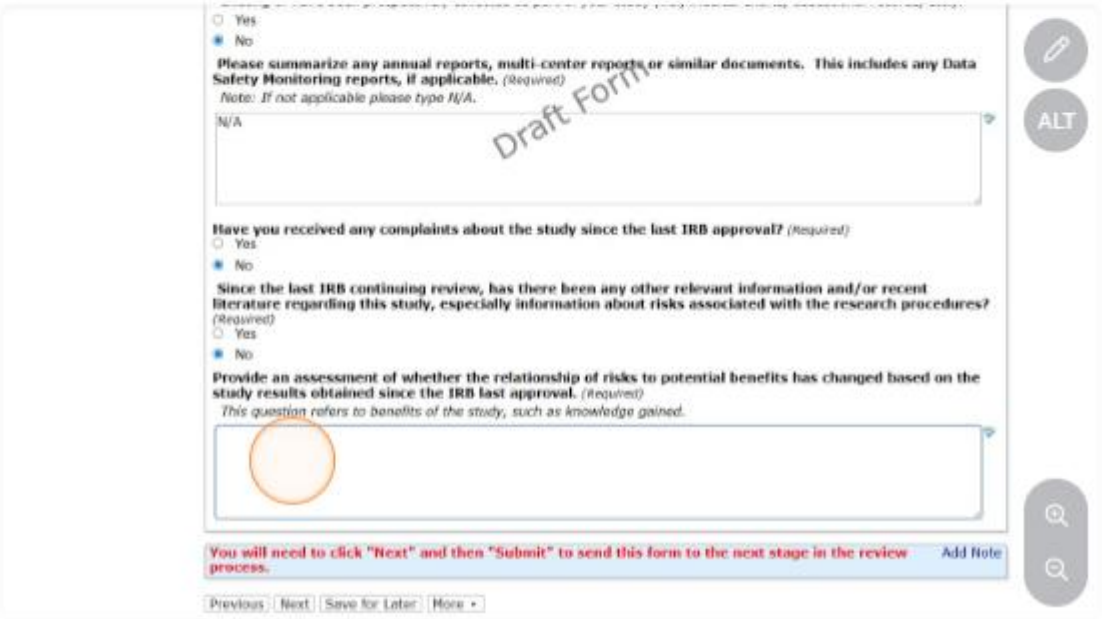
36 Select the appropriate answer, in this example I selected "No".



37 Select the appropriate answer, in this example I selected "No".



38 Click in the textbox and provide the appropriate response.



39 Review the red text, then click "Next".

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