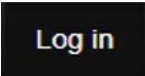
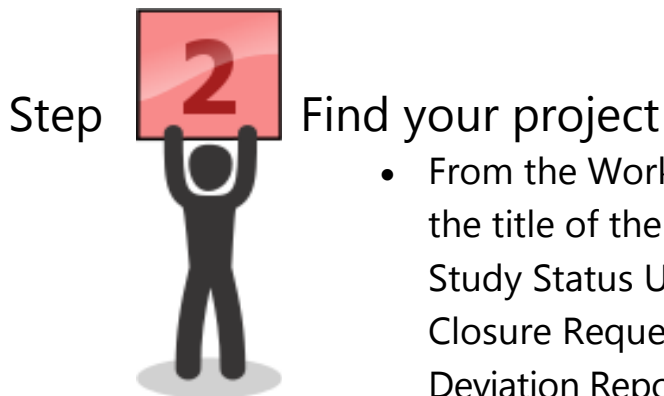


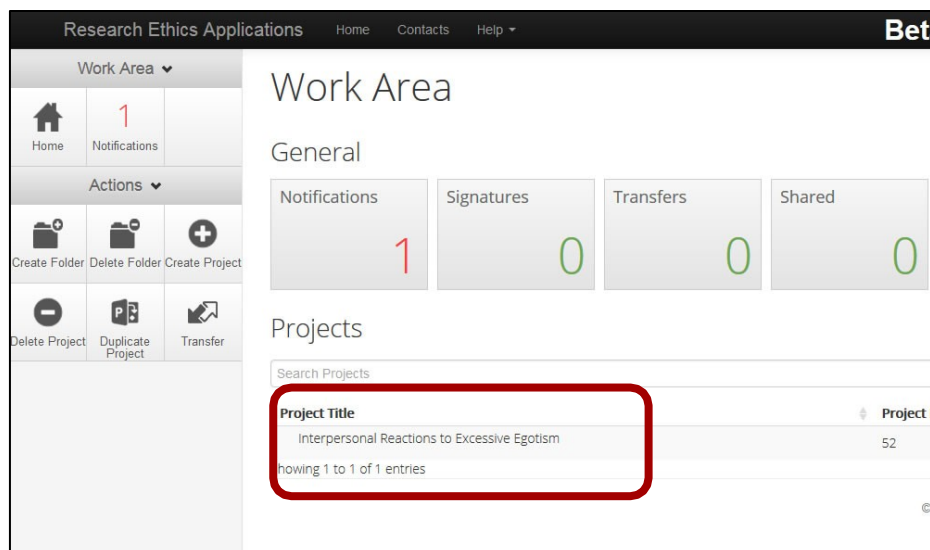
How to Submit an IRB Study Status Update, Continuing Review, Amendment, Closure Request or Unanticipated Problem/Protocol Deviation Reporting Form



Visit <https://uiw.forms.ethicalreviewmanager.com/>
click on  at the top right corner of the page.

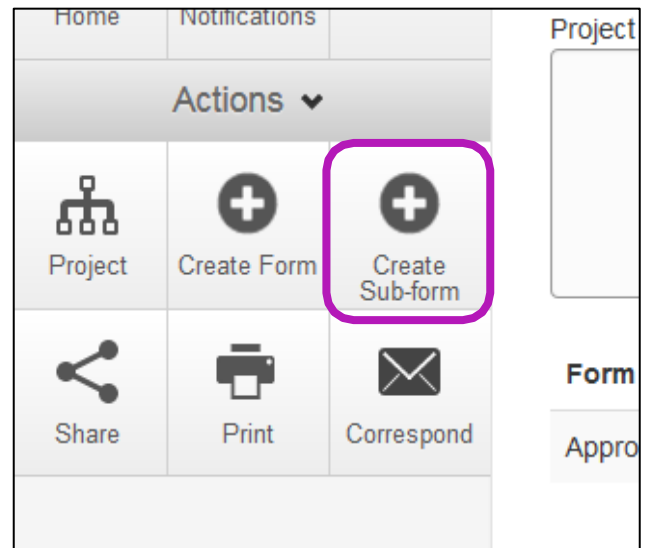


- From the Work Area page, look under **Projects** and click on the title of the protocol that you would like to submit a Study Status Update, Continuing Review, Amendment, Closure Request or Unanticipated Problem/Protocol Deviation Reporting Form for.

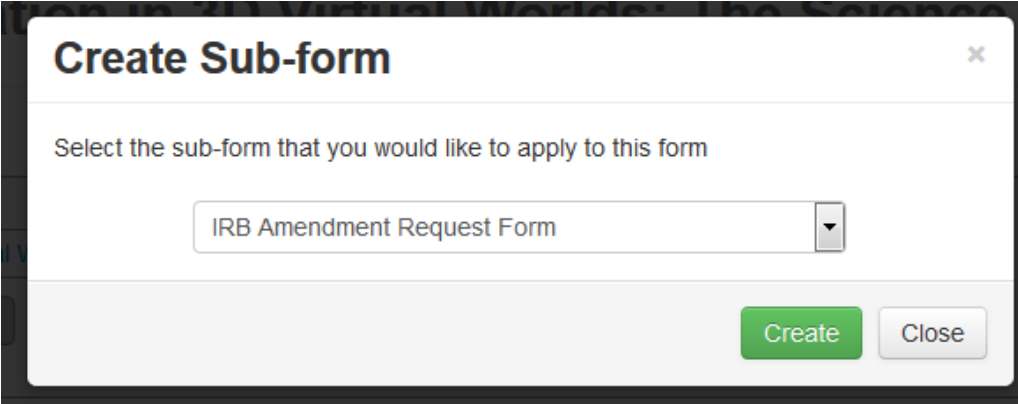


Step  Create a Sub-Form

- Click on **“Create Sub-Form”** tile under the **Actions** menu.



- Select the **Sub-form** you would like to submit and click **Create**:
 - **Study Status Update Form** to renew IRB approval for another year (this form is to be used for **Exempt** protocols);
 - **Continuing Review Request Form** to renew IRB approval another year (this form is to be used for **all Expedited and Full Board** protocols);
 - **Amendment Request Form** to report revisions to your approved IRB protocol; or
 - **Closure Request Form** to report the completion of an IRB-approved project.
 - **Unanticipated Problem/Protocol Deviation Reporting Form** to report unanticipated problems that may pose risks to participants or others

A screenshot of a 'Create Sub-form' dialog box. The title bar says 'Create Sub-form' with a close button (x). The main text says 'Select the sub-form that you would like to apply to this form'. Below this is a dropdown menu with 'IRB Amendment Request Form' selected. At the bottom right are two buttons: 'Create' (green) and 'Close' (grey).

Step  Complete the Sub-Form

- Click on the blue **Protocol Information** hyperlink to access the first page of the sub-form.



IRB Amendment Request Form

Section

- Protocol Information
- Protocol Change Request
- Revised Documents
- Signatures & Assurances

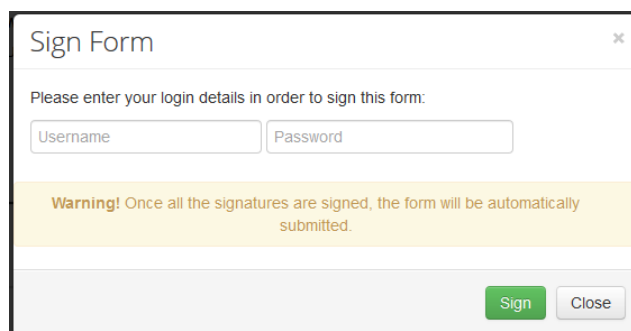
Questions

- Protocol Information
- Protocol Change Request
- Revised Documents
- Signatures

- Complete all the sections of the form as completely as possible.
- If you are submitting an **IRB Amendment Request**, attach any revised documents to the **Revised Documents** section with changes highlighted. Include revised data collection instrument(s), consent form(s), recruitment materials, etc.

Step  Collect Signatures

- Enter your login information to sign the application electronically.



Sign Form

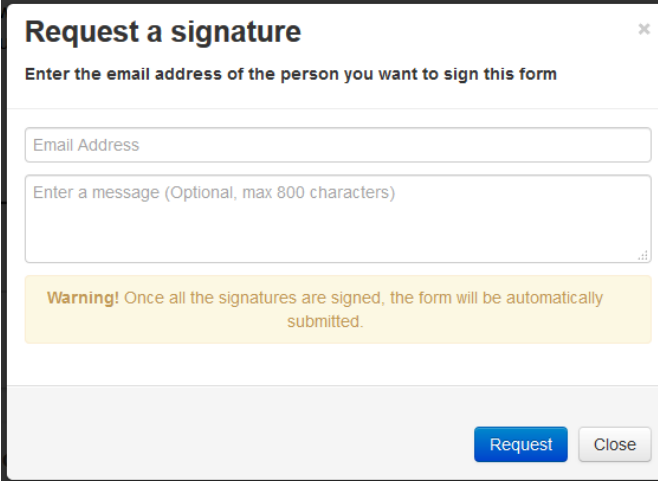
Please enter your login details in order to sign this form:

Username Password

Warning! Once all the signatures are signed, the form will be automatically submitted.

Sign Close

- **Student applicants:** Enter your Faculty Supervisor's email address to request his or her signature. If your Faculty Supervisor has never used the system before, he/she will have to create a New User account before you can send them a signature request. You might want to enter a message to inform them that you are requesting their signature for your IRB – a little communication goes a long way!



The screenshot shows a web form titled "Request a signature" with a close button (X) in the top right corner. Below the title is the instruction "Enter the email address of the person you want to sign this form". The form contains two input fields: "Email Address" and "Enter a message (Optional, max 800 characters)". Below these fields is a yellow warning box that reads: "Warning! Once all the signatures are signed, the form will be automatically submitted." At the bottom right of the form are two buttons: "Request" (in blue) and "Close" (in grey).

- **Do not sign the form or request your Faculty Supervisor's signature until it is complete.** After the form has been signed, it will be locked from further editing and submitted automatically.