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

Step 1: Log In
Visit [https://uiw.forms.ethicalreviewmanager.com/](https://uiw.forms.ethicalreviewmanager.com/) and click on Log in at the top right corner of the page.

Step 2: Find your project
- 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 3: 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.
Step 4: Complete the Sub-Form

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

**IRB Amendment Request Form**

<table>
<thead>
<tr>
<th>Section</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protocol Information</td>
<td><img src="highlight.png" alt="Protocol Information" /></td>
</tr>
<tr>
<td>Protocol Change Request</td>
<td><img src="highlight.png" alt="Protocol Change Request" /></td>
</tr>
<tr>
<td>Revised Documents</td>
<td><img src="highlight.png" alt="Revised Documents" /></td>
</tr>
<tr>
<td>Signatures &amp; Assurances</td>
<td><img src="highlight.png" alt="Signatures &amp; Assurances" /></td>
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</tbody>
</table>

- 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 5: Collect Signatures

- Enter your login information to sign the application electronically.
**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!

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.