UT Health San Antonio | Enterprise Research Management System (ERMS)

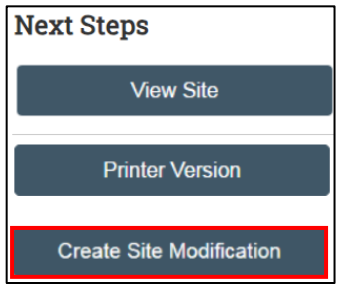
Quick Guide - External IRB Continuing Review

Dashboard | Agreements | COI | IRB

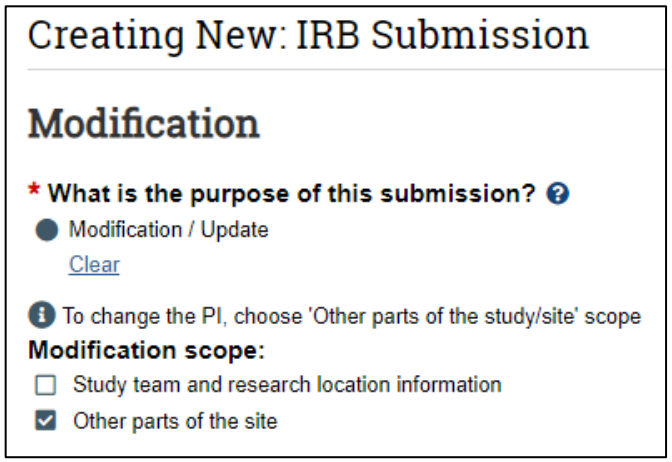
! Institutional updates are not required. Submit continuing review approval letters/associated documents by submitting a Site Modification.

1. On the IRB page, navigate to the **External IRB** tab, and select the approved study.

2. Once on the study homepage, select the Create Site Modification button below:



3. Select **Modification / Update** and *Other parts of the site*, then Continue .



4 Answers items 1, 2, and 3 as relevant to this continuing review approval on the **Modification Information** page.

Modification Information

1. Study enrollment status:

- ☐ No subjects have been enrolled to date
- ☐ Subjects are currently enrolled
- ☐ Study is permanently closed to enrollment
- ☐ All subjects have completed all study-related interventions
- ☐ Collection of private identifiable information is complete

2. Notification of subjects: (check all that apply)

- ☐ Current subjects will be notified of these changes
- ☐ Former subjects will be notified of these changes

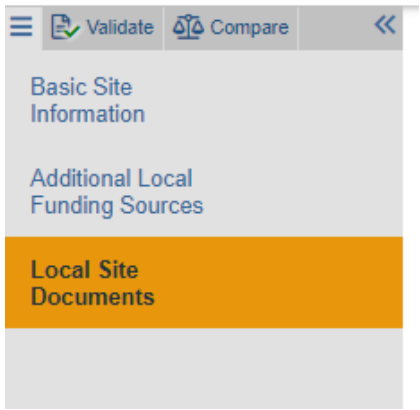
ⓘ Attach files: If notifying subjects, add a description of how they will be notified to the Other attachments section of the Local Site Documents page.

3. * Summarize the modifications: ?

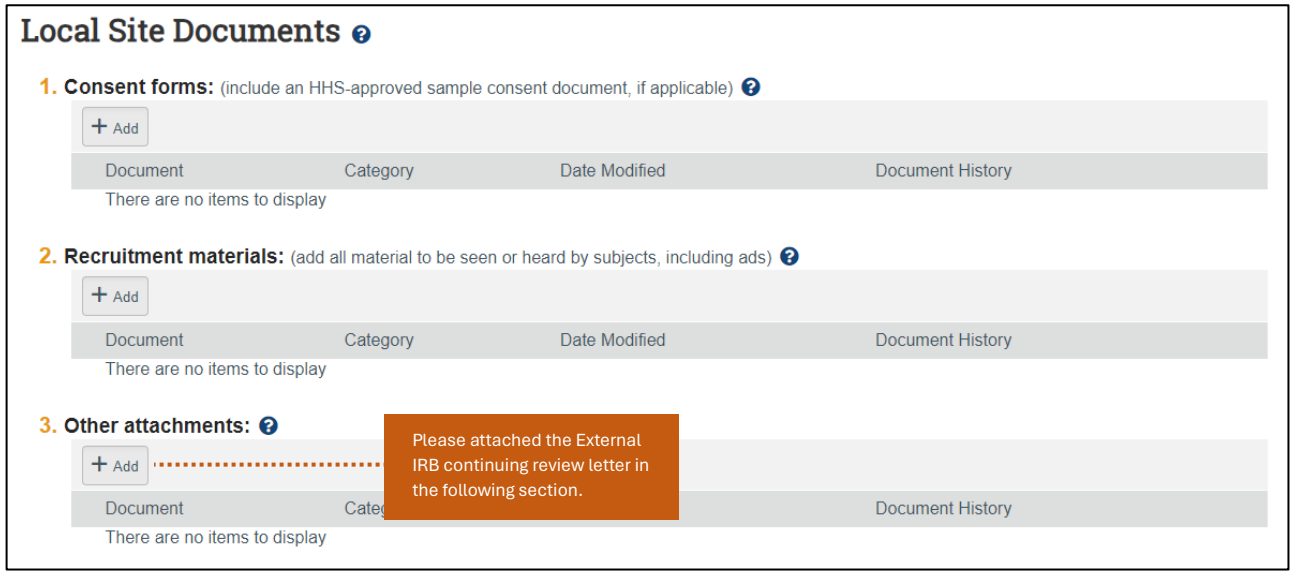
Please indicate in this section that you are submitting external IRB continuing review approval letter and associated documents.

5 Select Continue →

6 Select **Local Site Documents** located on the left side of the page.



7 Upload the External IRB continuing review letter/associated documents in the "**Other attachments**" section.



8 Select Finish

9 Select Submit