##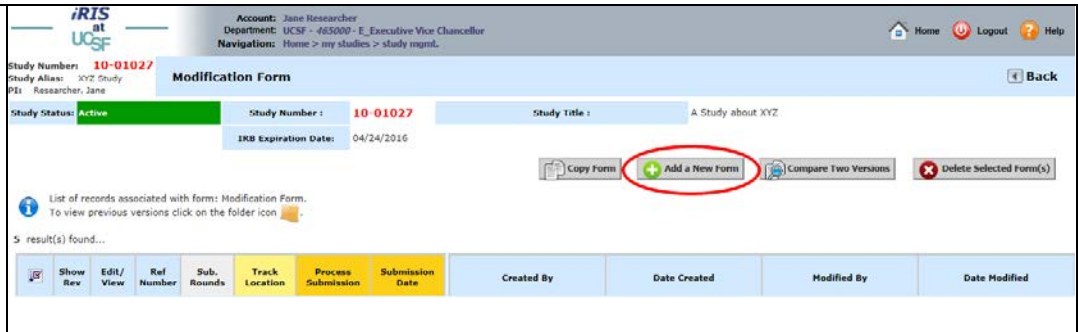 Submitting Post-Approval Forms – Includes Modification, Continuing Review, Adverse Event, Protocol Violation or Incident, Study Closeout, and Reporting Forms

- Starting Out
- Starting a New Form
- Copying a Past Form (New Feature September 2013)
- Editing or Deleting the Form

Starting Out	
• Click on **IRB Study Assistant** to open the menu, then click on **My Studies**.	
• Click the **Open** icon for the study.	

Starting a New Form	
• From the Submission Dashboard, click on the type of submission form you wish to submit.	

• Click **Add a New Form** and then complete the form.	

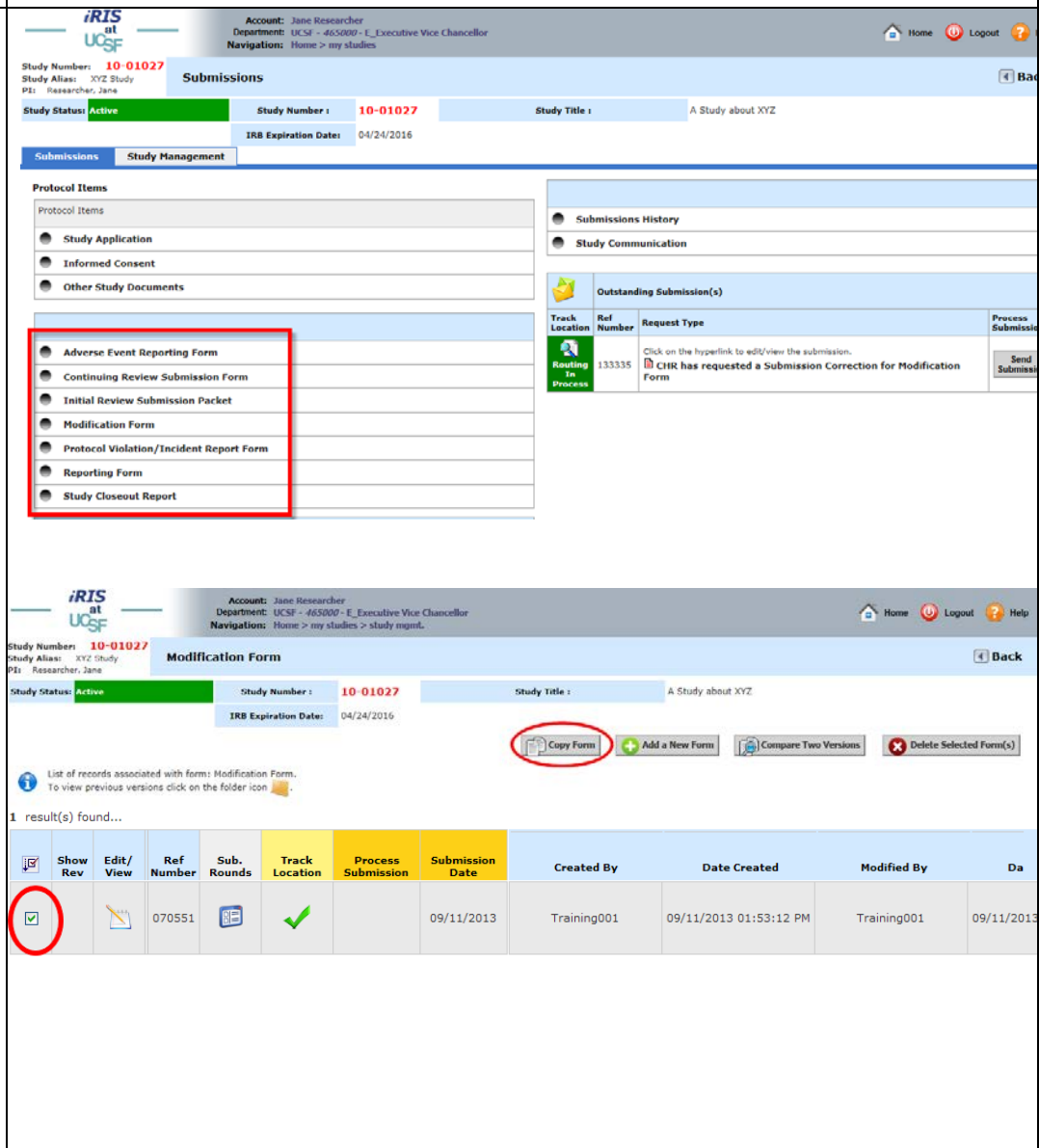|	
Copying a Past Form (New 9/13)	**Sample use:** Copy last year's Continuing Review Form and update it with this year's information.
• Click on the type of submission form you wish to submit. • Select the form you want to copy. Then click **Copy Form.** • The copied form will open automatically. **Note**: When copying older versions of forms, you may be prompted to **Convert to the New Form Version**. You should click to convert to the new form version for post-approval event forms. For more guidance on when to convert, please see the Quick Guide titled "*Convert to the New Form Version Guide*".	

Editing or Deleting the Form	**Note**: You can edit or delete the form *before* you submit it to the IRB. If you have already submitted the form, you must retract the submission before you can edit or delete it. See the Retracting/Withdrawing quick guide for info.

	To edit the form:
• **To edit**, click on the link to the form on the right under Outstanding Submission(s). • If you don't see it listed under Outstanding Submission(s), you can also get to it by clicking on the submission form type, and then clicking **'Edit/View'** in the next screen	 Hint: The form may not be listed in the Outstanding Submission(s) section.
• **To delete** a submission form that has not been submitted, click on the name of the form.	**To delete the form:** Hint: Also remember to delete any attachments you revised for the submission.

- **Check the box** next to the form. Then click **Delete Selected Form(s).**

Study Number: 13-11545
Study Alias: Approved #1
PI: Training001

Modification Form   ◀ Back

| Study Status: | Active | | Study Number : | 13-11545 | Study Title : | Approved Study #1 |
| | | | IRB Expiration Date: | 08/08/2016 | | |

Copy Form Add a New Form Compare Two Versions Delete Selected Form(s)

List of records associated with form: Modification Form.
To view previous versions click on the folder icon 📁.
1 result(s) found...

☑	Show Rev	Edit/ View	Ref Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Da
☑		✎						Jane Researcher	08/20/2013 01:37:52 PM	Jane Researcher	08/20/2013

Hint: You cannot delete a form or document if it has been reviewed by the CHR and you received stipulations or approval.