

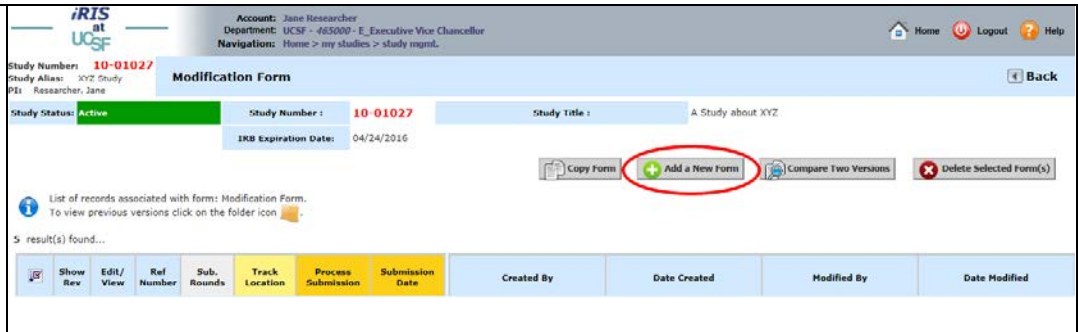
Submitting Post-Approval Forms – Includes [Modification](#), [Continuing Review](#), [Adverse Event](#), [Protocol Violation or Incident](#), [Study Closeout](#), and [Reporting Forms](#)

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

<p>Starting Out</p> <ul style="list-style-type: none"> • Click on IRB Study Assistant to open the menu, then click on My Studies. • Click the Open icon for the study. 	<p>The screenshot shows the iRIS at UCSF interface. At the top, the user is identified as Jane Researcher. A navigation menu on the left includes 'My Assistant', 'eProposal Assistant', 'IRB Study Assistant' (circled in red), 'Add a New IRB Study', and 'My Studies' (circled in red). The main content area displays 'My Studies' with search filters and a table of study results. The table has columns for 'Click to open', 'View Details', 'Study Status', 'Study Number', 'IRB Expiration', 'Study Alias', 'Principal Investigator', 'Copy Study', 'Delete Study', and 'Hide'. One study is listed with status 'Active' and an 'Open' icon circled in red.</p>
--	--

<p>Starting a New Form</p> <ul style="list-style-type: none"> • From the Submission Dashboard, click on the type of submission form you wish to submit. 	<p>The screenshot shows the 'Submissions' dashboard for study 10-01027. It includes fields for 'Study Number', 'Study Alias', 'Study Status', and 'IRB Expiration Date'. Below these are tabs for 'Submissions' and 'Study Management'. A 'Protocol Items' section lists various forms, with 'Adverse Event Reporting Form' highlighted by a red box. Other items include 'Study Application', 'Informed Consent', 'Other Study Documents', 'Continuing Review Submission Form', 'Initial Review Submission Packet', 'Modification Form', 'Protocol Violation/Incident Report Form', 'Reporting Form', and 'Study Closeout Report'. On the right, there is a 'Submissions History' section and an 'Outstanding Submission(s)' table showing a submission in process.</p>
---	--

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

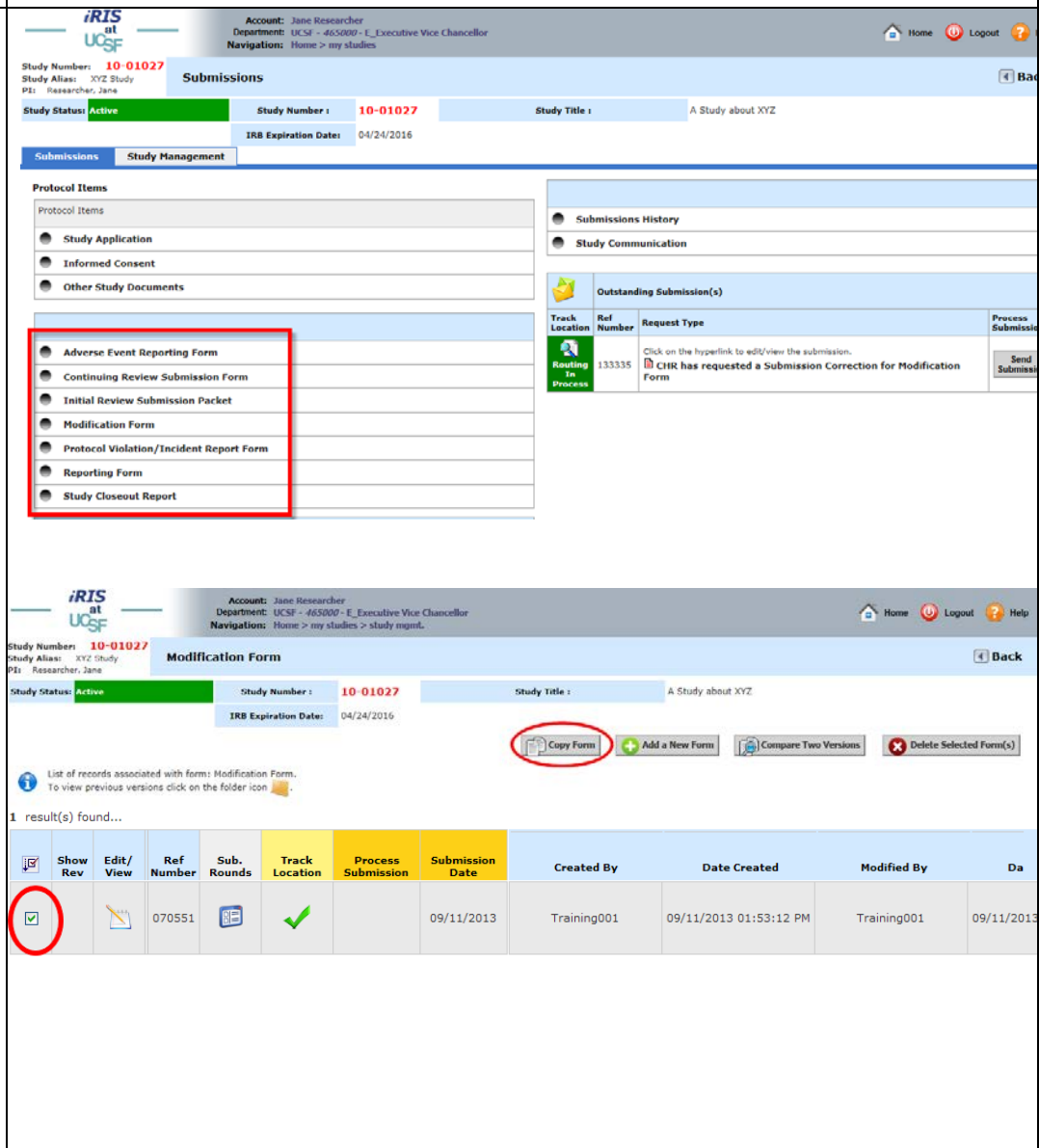


Copying a Past Form (New 9/13)

- 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".

Sample use: Copy last year's Continuing Review Form and update it with this year's information.



Editing or Deleting 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

- **To delete a** submission form that has not been submitted, click on the name of 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:

Account: Jane Researcher
Department: UCSF - 023548 - SCHOOL OF NURSING
Navigation: Home > my studies

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

Submissions Back

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

Submissions Study Management

Protocol Items

- Protocol Items
- Study Application
- Informed Consent
- Other Study Documents
- Adverse Event Reporting Form
- Continuing Review Submission Form
- Initial Review Submission Packet
- Modification Form**
- Protocol Violation/Incident Report Form

Submissions History

Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
	070442	Click on the hyperlink to edit/view the Submission Modification Form	Send Submission

Hint: The form may not be listed in the Outstanding Submission(s) section.

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
<input type="checkbox"/>							Jane Researcher	08/20/2013 01:37:52 PM	Jane Researcher	08/20/2013

To delete the form:

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

Submissions Back

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

Submissions Study Management

Protocol Items

- Protocol Items
- Study Application
- Informed Consent
- Other Study Documents
- Adverse Event Reporting Form
- Continuing Review Submission Form
- Initial Review Submission Packet
- Modification Form**

Submissions History

Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission

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** **Modification Form** Back
 Study Alias: Approved #1
 PI: Training001

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
<input checked="" type="checkbox"/>								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.