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”.
<table>
<thead>
<tr>
<th>Editing or Deleting the Form</th>
<th>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.</th>
</tr>
</thead>
</table>

- **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.

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**To edit the form:**

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

**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

- Click on the hyperlink to edit/view the Modification Form.

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

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**To delete the form:**

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

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

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