

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/> click **Log In** on at the top right corner of the page.

Log in

Research Ethics Applications Help ▾

Log in

Welcome to the UIW IRB online application system



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.

Research Ethics Applications Home Contacts Help ▾ **Beta**

Work Area ▾

Home Notifications 1

Actions ▾

Create Folder Delete Folder Create Project

Delete Project Duplicate Project Transfer

Work Area

General

Notifications 1 Signatures 0 Transfers 0 Shared 0

Projects

Search Projects

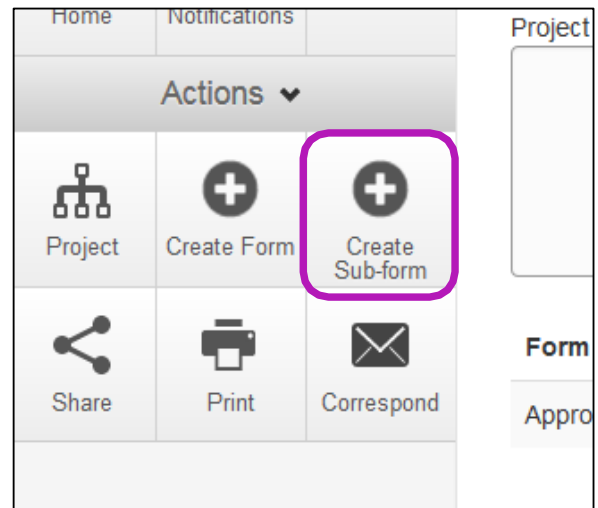
| Project Title | Project I |
|--|-----------|
| Interpersonal Reactions to Excessive Egotism | 52 |

Showing 1 to 1 of 1 entries



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

The screenshot shows a dialog box titled 'Create Sub-form' with a close button (x) in the top right corner. Below the title, there is a text prompt: 'Select the sub-form that you would like to apply to this form'. Underneath this prompt is a dropdown menu with 'IRB Amendment Request Form' selected. At the bottom of the dialog, there are two buttons: a green 'Create' button and a grey 'Close' button.



Step 4: Complete the Sub-Form

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

The screenshot shows the 'IRB Amendment Request Form' interface. On the left, under the heading 'Section', there are four links: 'Protocol Information', 'Protocol Change Request', 'Revised Documents', and 'Signatures & Assurances'. On the right, under the heading 'Questions', there are four buttons: 'Protocol Information' (highlighted with a blue border), 'Protocol Change Request', 'Revised Documents', and 'Signatures'.

- 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.

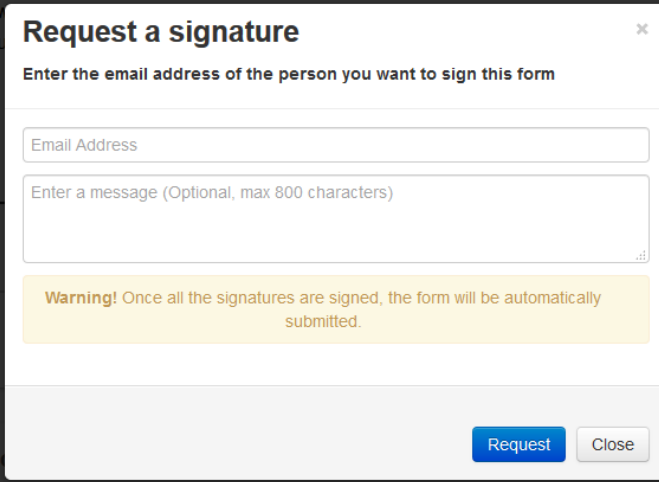


Step 5: Collect Signatures

- Enter your login information to sign the application electronically.

The screenshot shows a 'Sign Form' dialog box. It contains the text 'Please enter your login details in order to sign this form:' followed by two input fields labeled 'Username' and 'Password'. Below these fields is a yellow warning box with the text: 'Warning! Once all the signatures are signed, the form will be automatically submitted.' At the bottom right of the dialog are two buttons: 'Sign' (green) and 'Close' (grey).

- **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!



The screenshot shows a web form titled "Request a signature" with a close button (X) in the top right corner. Below the title is the instruction "Enter the email address of the person you want to sign this form". The form contains two input fields: "Email Address" and "Enter a message (Optional, max 800 characters)". A yellow warning box below the message field states: "Warning! Once all the signatures are signed, the form will be automatically submitted." At the bottom right, there are two buttons: "Request" (in blue) and "Close" (in grey).

- **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.