UVMClick Website https://www.uvm.edu/ovpr/uvmclick Email Support irb@uvm.edu
UVMClick Login https://irb.connect.uvm.edu/irb

How to Submit a Continuing Review or Study Closure

Create a Continuing Review

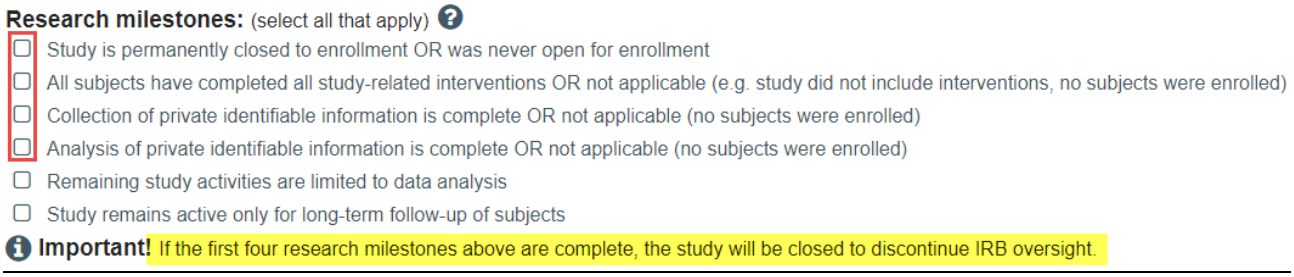
1. From "My Inbox" or the IRB>Submission's screen, navigate to the appropriate protocol and click on the name to open it. For more information about locating a protocol, please see the user guide called "Searching for a Protocol or Submission".

2. Click **Create Modification/CR**.

3. Select The Continuing Review radio button and hit Continue.

4. Answer all questions. Those with a red asterisk (*) are required.

NOTE: If you wish to close the protocol, under the question "Research Milestones", click the first four milestones



5. If you wish to close the study and it was funded by an external sponsor the final monitoring report must be attached to ensure the study can be closed and no further access to research data will be accessed or sent outside the entity.
6. Please review your study teams members' CITI training prior to submitting. If any member of your team has expired CITI IRB or GCP training (LCOM and clinical trials) the annual review and approval will be held until training is updated or expired team members have been removed and no longer working on the protocol.

7. If applicable, please attach:
    - a copy of the last signed consent form of each type that was used on this protocol over the last year. The subject's name (only) should be blanked out leaving the date of consent for auditing purposes,
    - sponsor monitoring reports,
    - list of non-risk deviations
    - closing study – final sponsor letter/monitoring visit

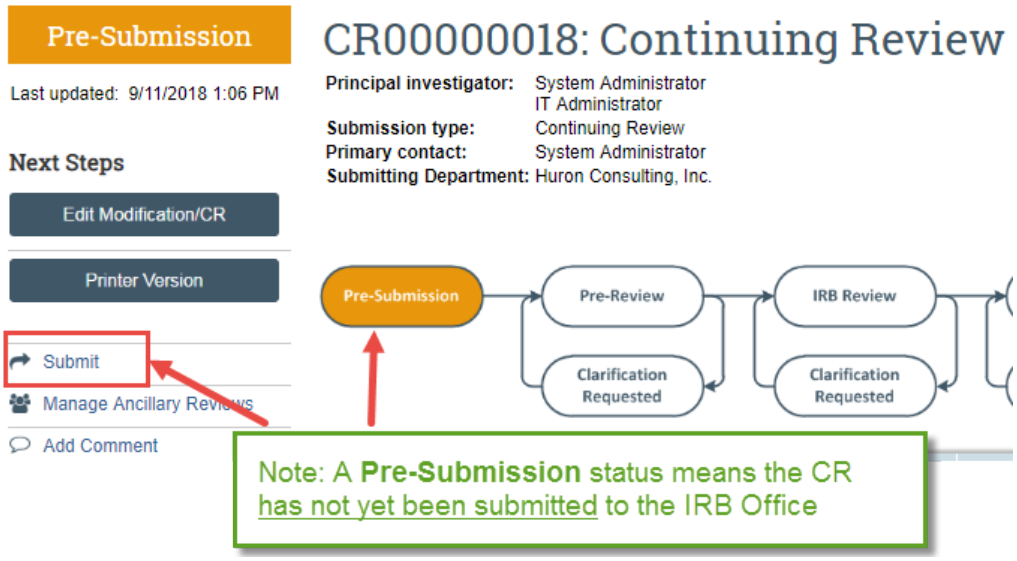
Submitting the Continuing Review to the IRB Office for Processing

After reaching the final page of a continuing Review submission and clicking "Finish" to exit the Continuing Review (CR), the status of the submission will still display as "Pre-Submission" and will remain visible in your "My Inbox" until submitted to the IRB Office for processing.

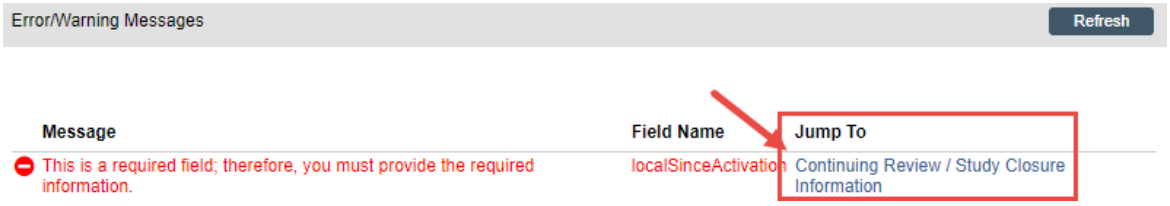
TIP Prior to submitting the CR to the IRB Office, the PI may choose to add a Proxy. Any named Proxy has the authority to edit and submit on behalf of the PI. For more details regarding Proxy assignments, please reference the User guide called "How to Assign a Proxy".

To submit a finished CR submission to the IRB Office for their review and processing,

1. Make sure the CR is open
2. Click the activity on the left that says "**Submit**".

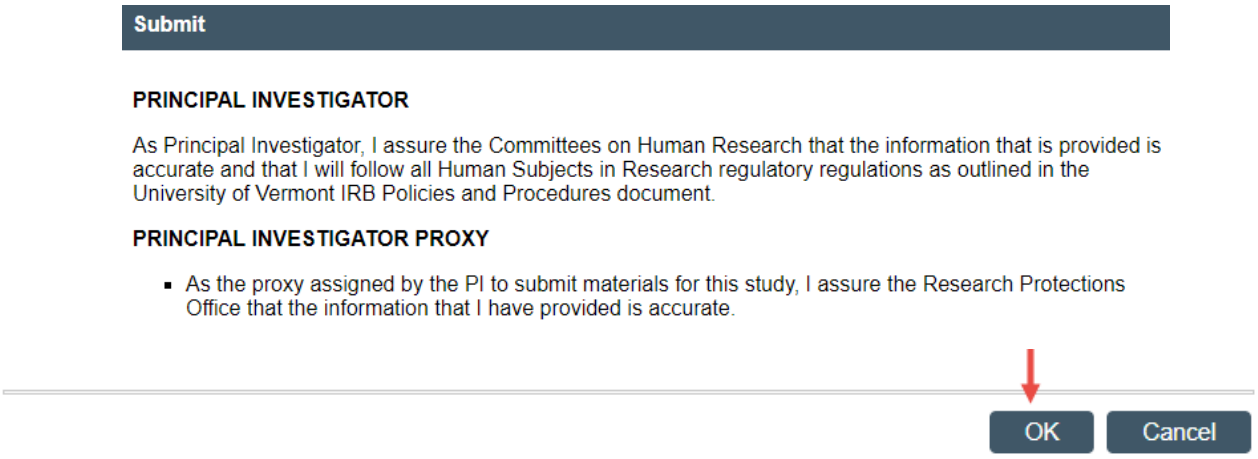


If there are any required fields that you forgot to enter, the Submit process will display them.
You can use the pop-up to Jump To those particular screens quickly and enter the missing data.



NOTE: These Errors/Warning Messages only appear if required field entry was missed.

When clicking the **Submit** activity, once all required field entry is complete, certification text will appear. Read the text and click **OK**.



The status of the CR is no longer "Pre-Submission". It has changed to "Pre-Review" indicating it is in the hands of the IRB Office for processing.

You will also note that the CR is now in View Mode and no longer in Edit mode.

The Continuing Review has now been submitted and removed from your "My Inbox." It now displays in the IRB Office "My Inbox."