Create and Submit a Modification/Continuing Review

WORK INSTRUCTIONS:

1. Log into the SUNY RF PACS portal and click on the **IRB** tab in the top navigation menu.

2. Click the **Active** tab to locate all active studies.
   - *Users can also navigate directly to the submission by clicking on the link provided in the **Continuing Review Reminder** email notification (sent to the **Principal Investigator** and **Primary Contact** 90, 60, 30, and 15 days prior to study expiration) and logging into the system.*

3. Click the **Name** of the study.

4. Under **My Current Actions**, select the **Create Modification/CR** button to create a **Continuing Review**, **Modification**, or **CR/Modification**.
   - *If the button is not available, it may mean that a **Modification/CR** was already submitted for this study; in most cases only one **Modification/CR** can be submitted at a time.*

5. Enter the required information on the first page of the **SmartForms**, *Modification/Continuing Review/Study Closure*.

   Required information fields are marked with an asterisk (*)

   - Indicate the purpose for the submission.
   - Check the section(s) of the study being modified.

   The choices made on this page <u>cannot</u> be changed once the **Continue** button is clicked.

6. Click the **Continue** button at either the top or bottom-right of the form.

7. **Navigate** through any additional **SmartForms** and complete all of the required fields
   - *Click the Help icon ( ) for more information about a question or field*

8. When all of the required fields have been completed, click the **Finish** button in the footer of the last **SmartForm** page to be redirected to the **Study Workspace**.

Your submission has not yet been submitted for review.

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9. The *Principal Investigator* (or *PI Proxy*) must click the **Submit** activity located under **My Current Actions** on the left side of the **Study Workspace**.

- The system will check the study to ensure that all required questions have been answered on the **SmartForms**. If any items have been missed, you will be prompted to answer them.

- If there are no errors, a statement will appear in the window. Read the statement, and then click **OK** to submit the study for review.

- If the submission is successful, the page will refresh and the study will transition from the **Pre-Submission** state to the **Pre-Review** state.