Create and Submit a Modification/Continuing Review

WORK INSTRUCTIONS:

1. Log into the Click 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 cannot 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. Click the **Hide/Show Errors** link in the navigation bar at the top or bottom of the **SmartForm** page to display any unanswered questions
   - **Use the Jump To: link** to navigate directly to SmartForm pages that are missing information
   - **Submissions with any incomplete information will be redirected to the study team for updates**

9. 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.

10. The **Principal Investigator** (or **PI Proxy**) must click the **Submit** activity located under **My Current Actions** on the left side of the **Study Workspace**. Read the statement, and then click **OK** to submit the study for review.

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