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.

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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.