The University of Texas Rio Grande Valley

WELCOME

TO THE NEW IRB ELECTRONIC SYSTEM

Tick@lab

Continuing Review Submission Training

IMPORTANT NOTE: Remember to Allow Pop-Ups in your web browser.

If you do not allow pop-ups, the system will not work properly.

Tick@Lab URL

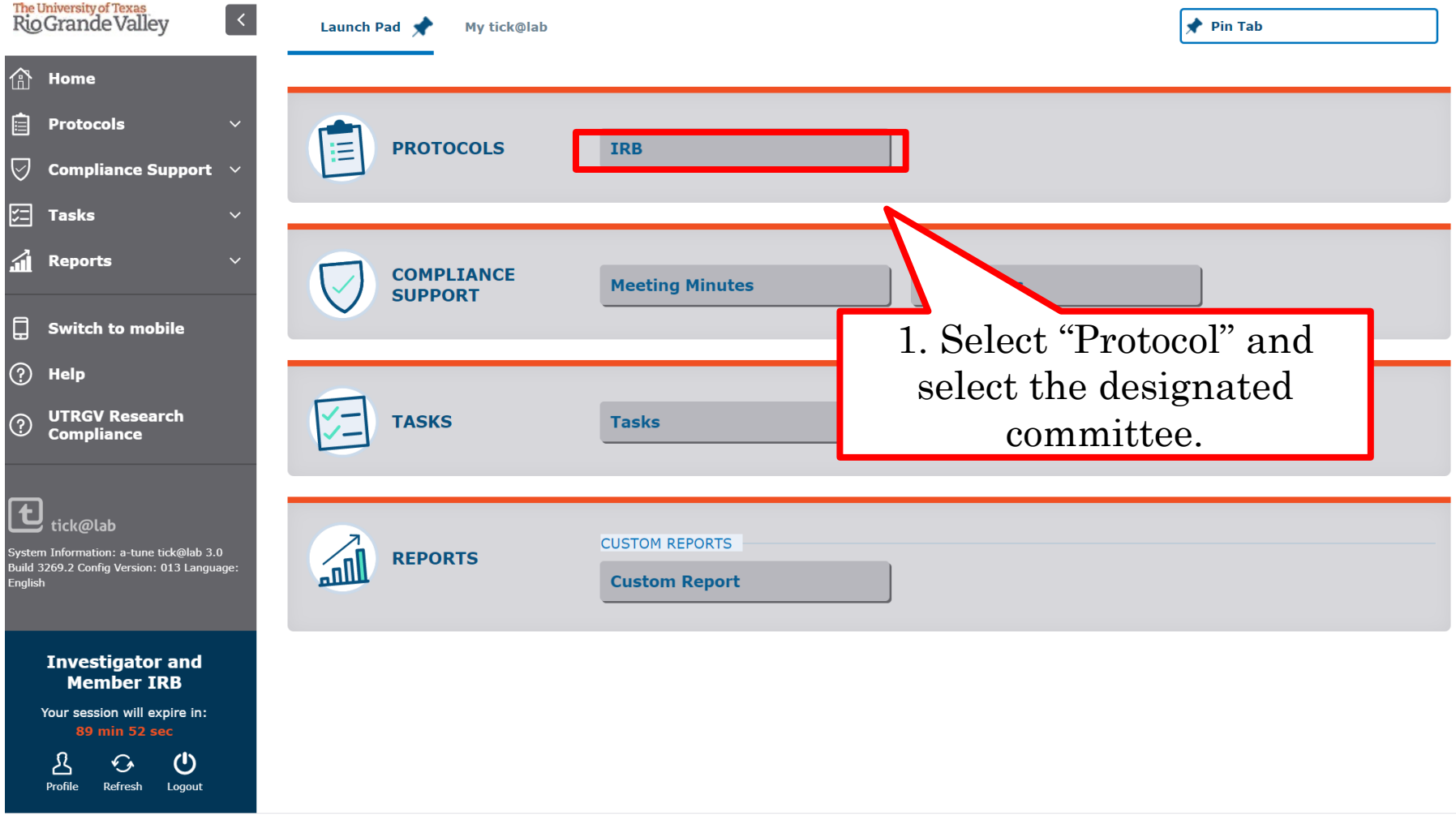
https://lar.utrgv.edu/tickatlab/default.aspx

Log in with your UTRGV Credentials

If you are unable to log in please contact the Office of Research Compliance at (956) 665-2093/ (956) 665-2889/ (956) 665-3598 / (956) 882-7743. Or, you may also email the IRB to irb@utrgv.edu

We will check on your account to see if updating is required. If no account is found, you will have to complete a web form to request access.

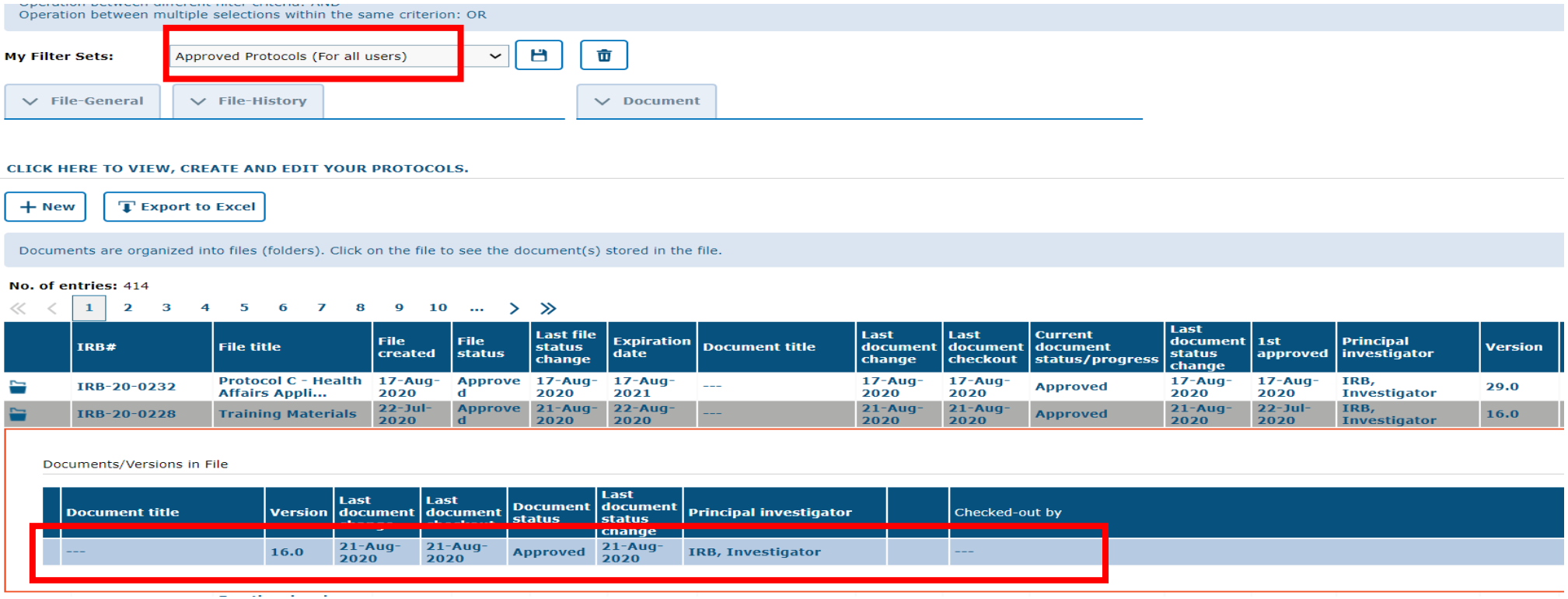
After Login in to Tick@lab,



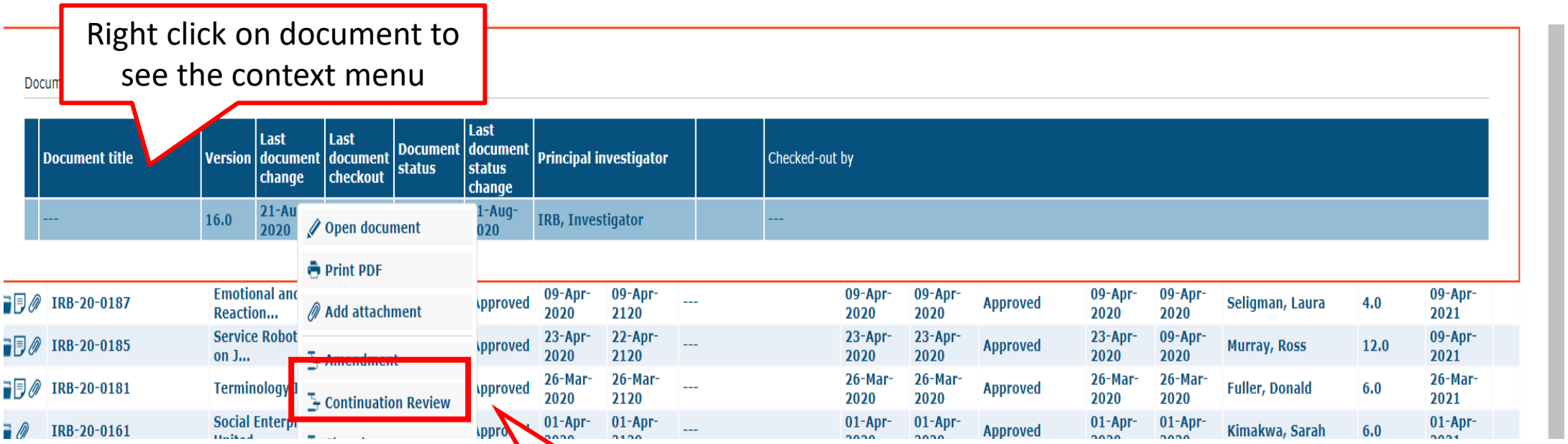
How to Create/Submit a Continuation Request

Submission Steps

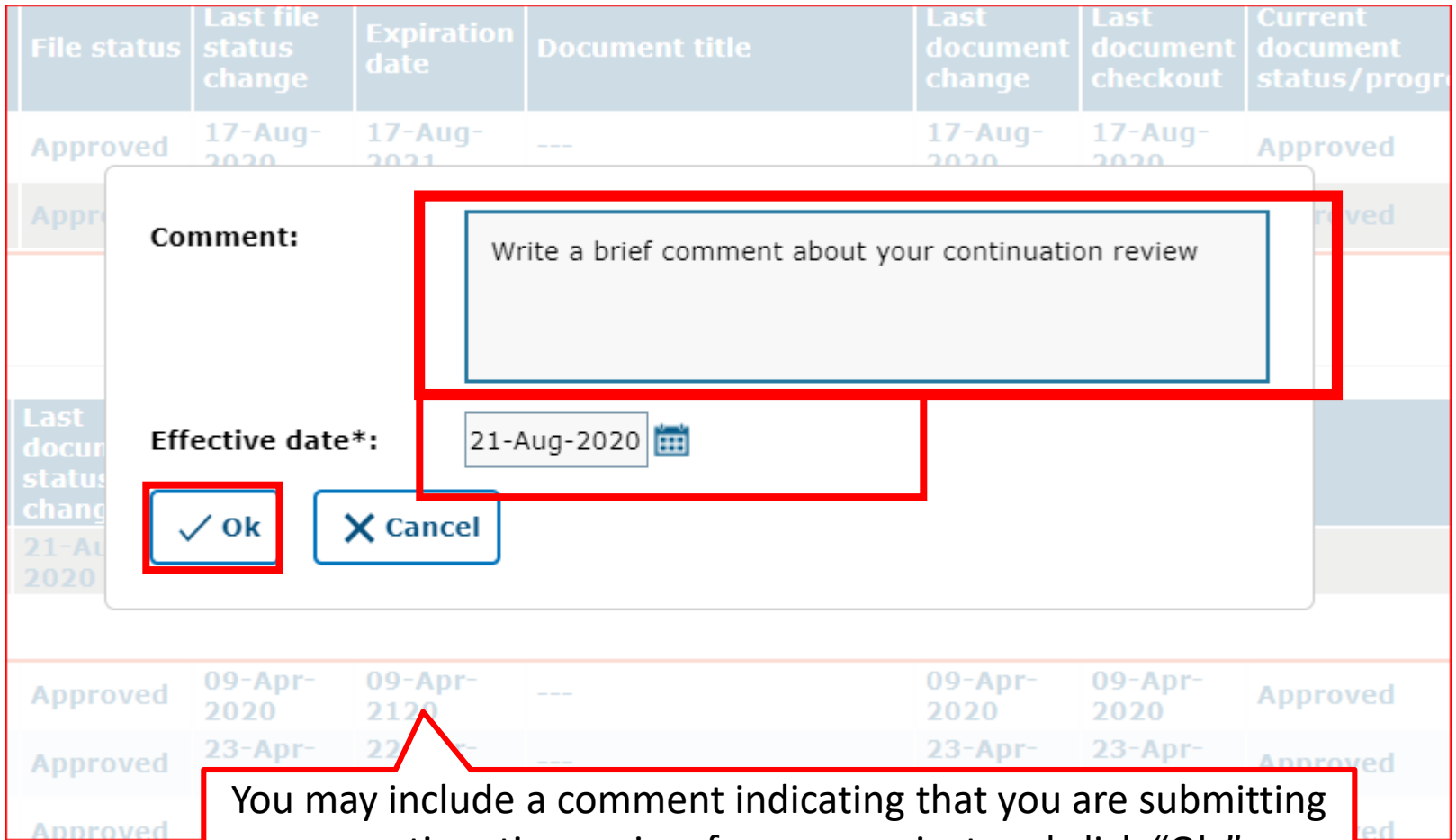
The PI will get an email approximately 90, 60 & 30 days for Tick@lab before the scheduled expiration date indicating that a Continuation Review is required.



- First, access your approved protocol by selecting “Approved Protocols” on My Filter Sets
- Locate the project you want to submit a continuation for, then click on the information in the gray row as shown above.
- This will open the Documents/Versions in File section where you will see your last approved application.


Right click on document to see the context menu
Document title
Version
Last document change
Last document checkout
Document status
Last document status change
Principal investigator
Checked-out by

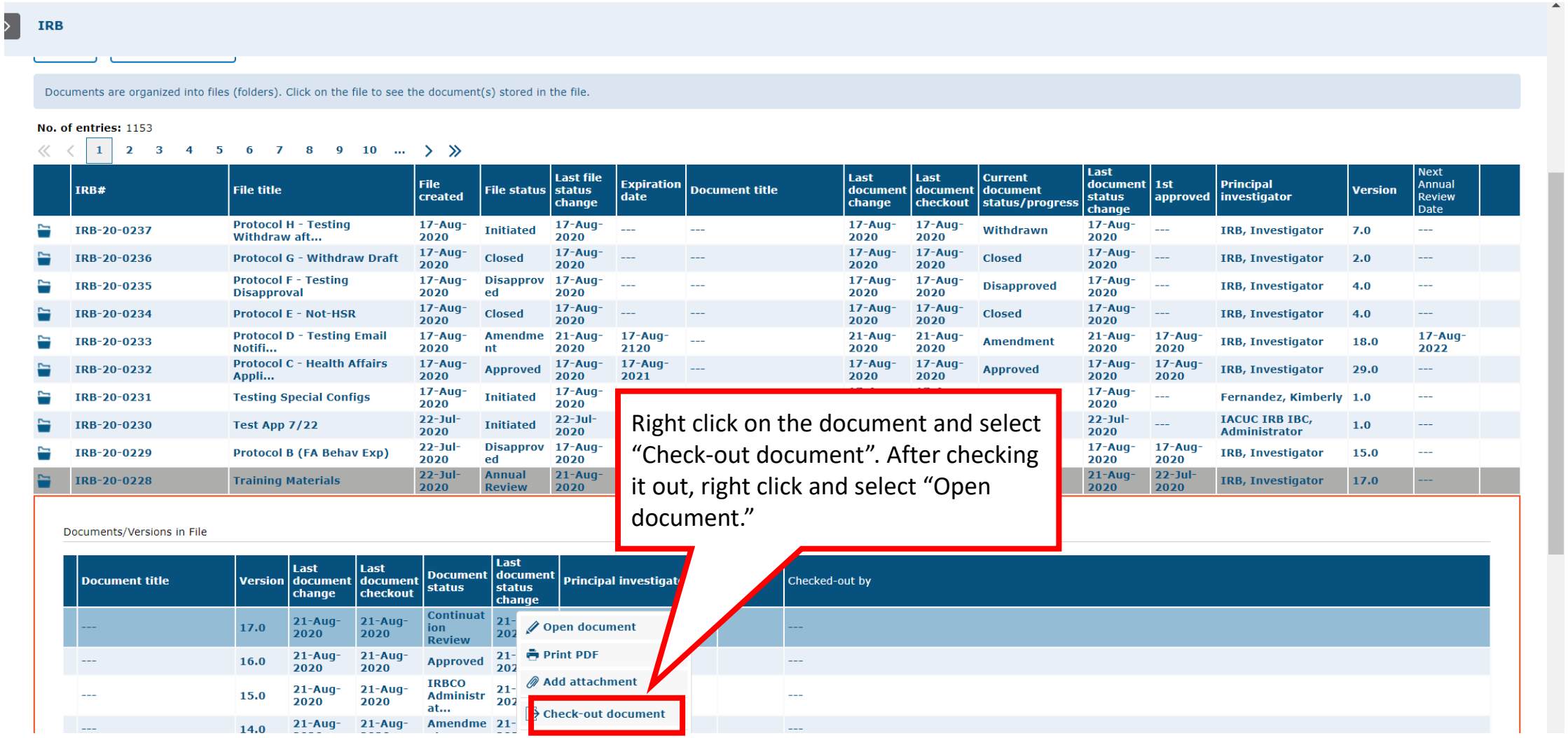
16.0
IRB, Investigator
Open document
Print PDF
Add attachment
Amendment
Continuation Review
IRB-20-0187
IRB-20-0185
IRB-20-0181
IRB-20-0161
Seligman, Laura
Murray, Ross
Fuller, Donald
Kimakwa, Sarah
Select “Continuation Review”

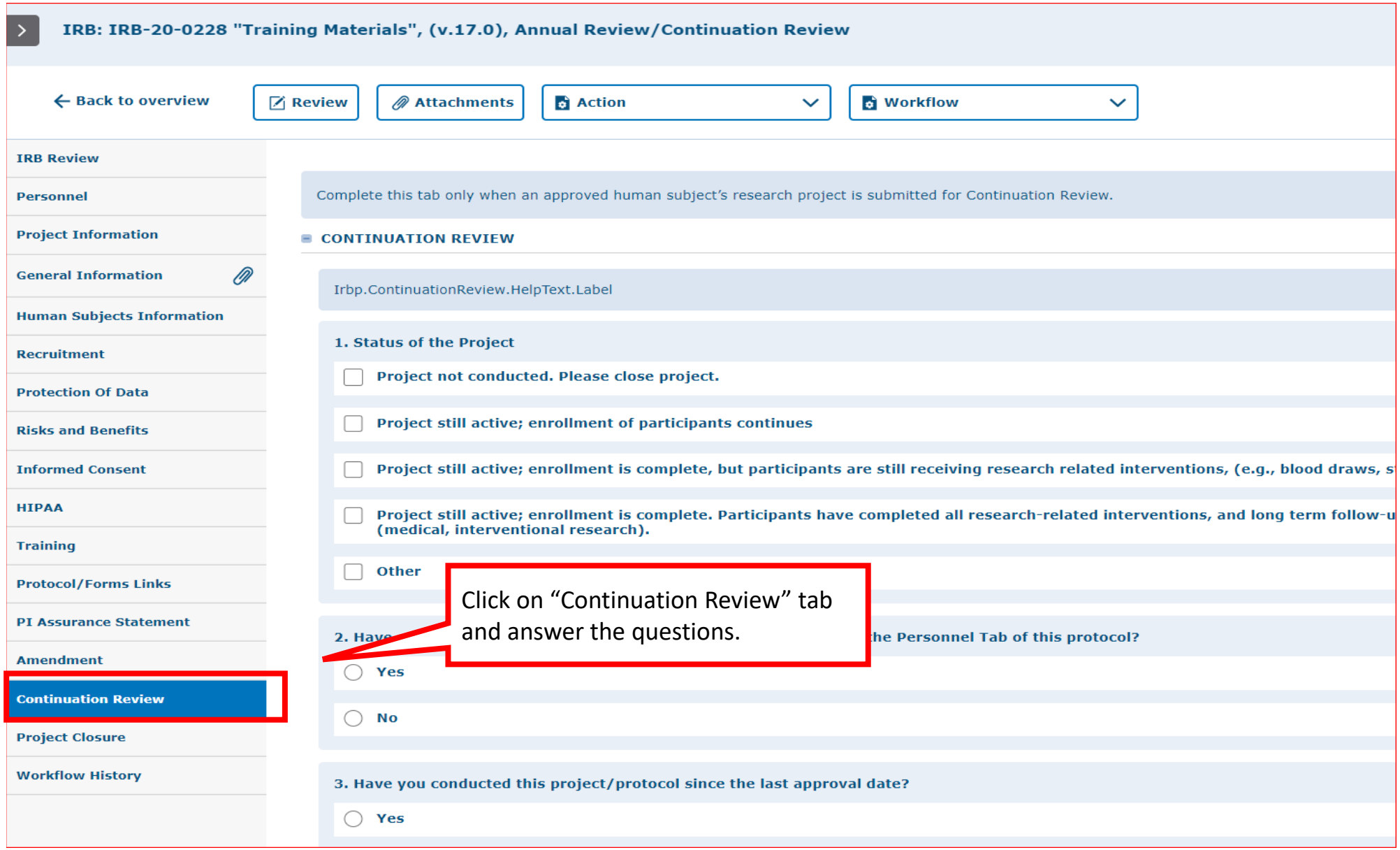

File status
Last file status change
Expiration date
Document title
Last document change
Last document checkout
Current document status/progr
Approved
17-Aug-2020
17-Aug-2021

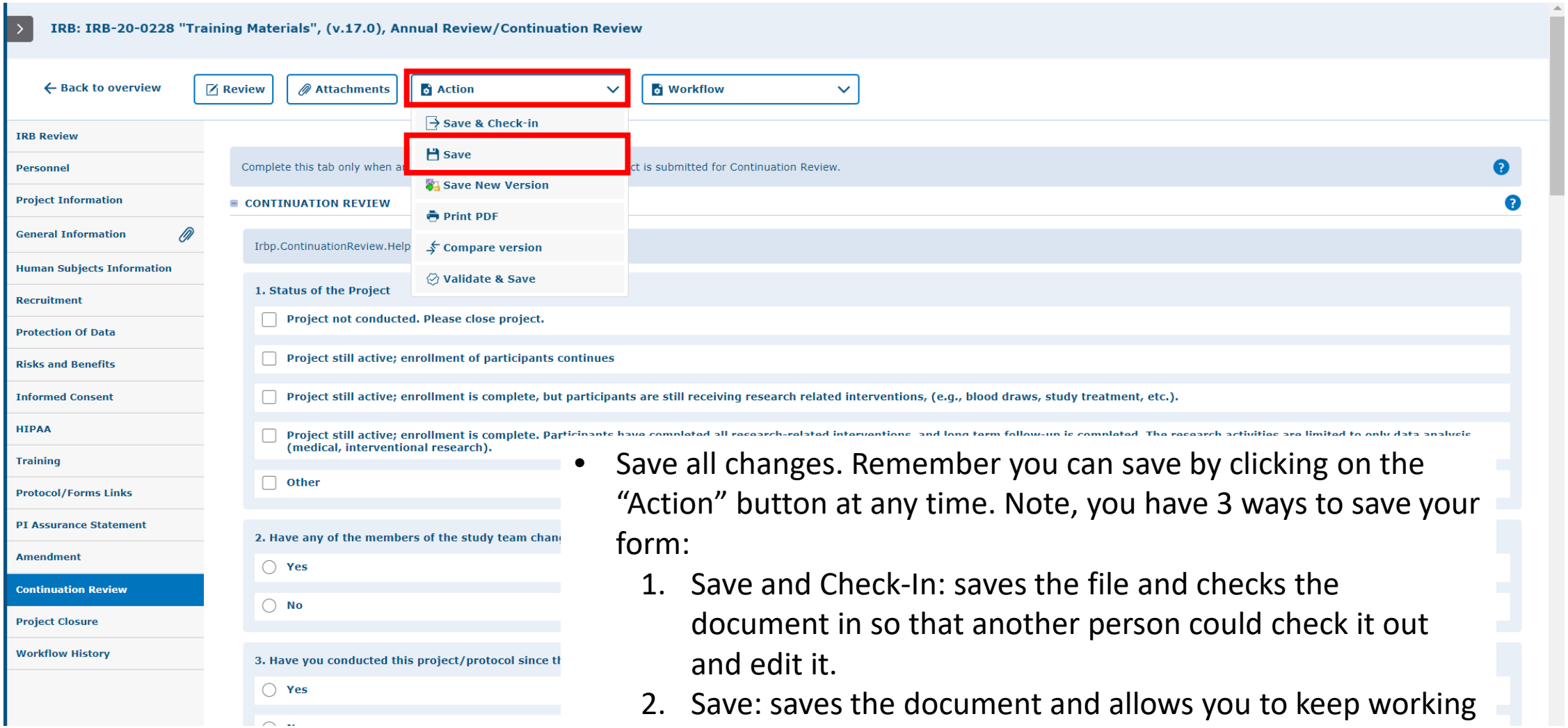
17-Aug-2020
17-Aug-2020
Approved
Comment:
Write a brief comment about your continuation review
Effective date*:
21-Aug-2020
Ok
Cancel
Approved
09-Apr-2020
09-Apr-2120

09-Apr-2020
09-Apr-2020
Approved
Approved
23-Apr-
23-Apr-
23-Apr-
Approved
You may include a comment indicating that you are submitting a continuation review for your project and click “Ok.”

Now you will see that an additional document version is created. Next,



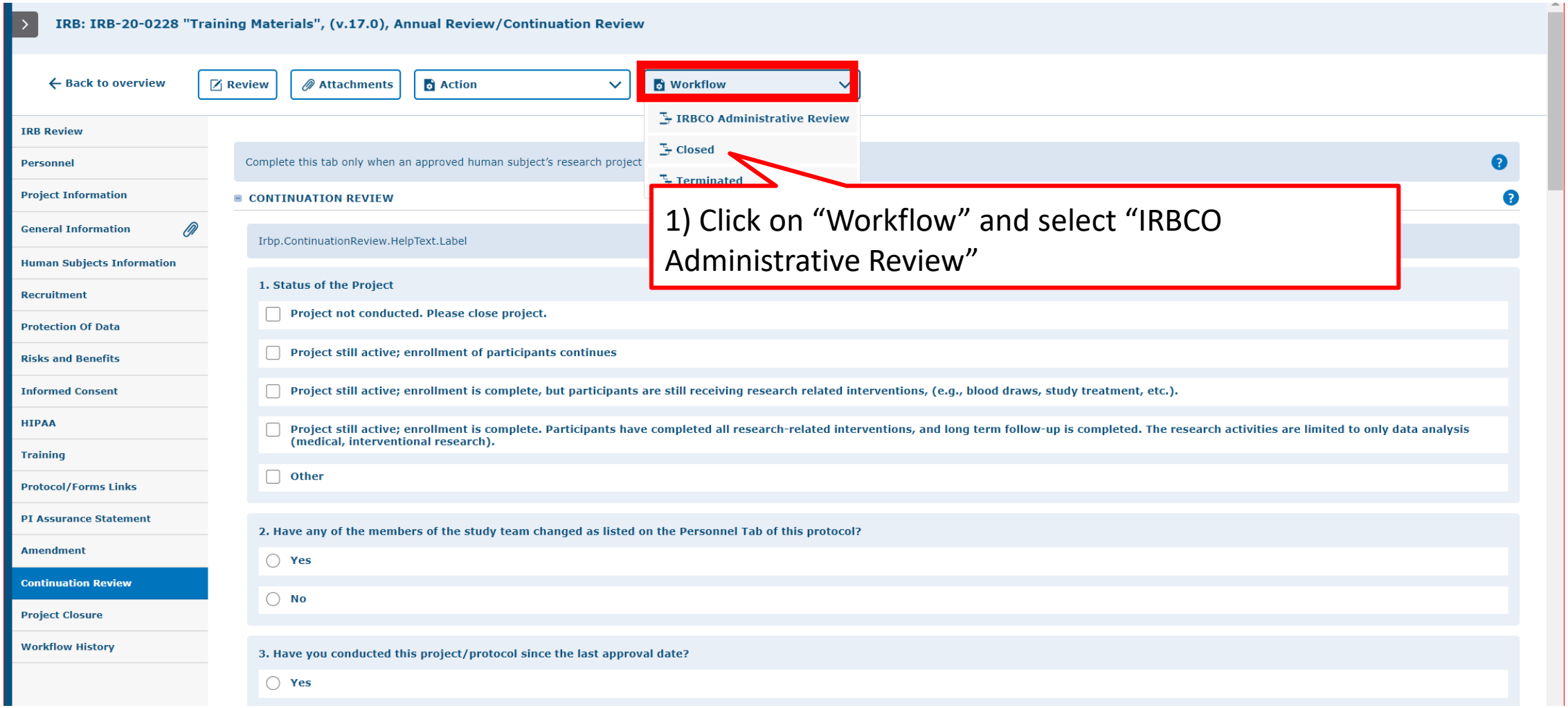

IRB: IRB-20-0228 "Training Materials", (v.17.0), Annual Review/Continuation Review
Back to overview
Review
Attachments
Action
Workflow
IRB Review
Personnel
Project Information
General Information
Human Subjects Information
Recruitment
Protection Of Data
Risks and Benefits
Informed Consent
HIPAA
Training
Protocol/Forms Links
PI Assurance Statement
Amendment
Continuation Review
Project Closure
Workflow History
Complete this tab only when an approved human subject's research project is submitted for Continuation Review.
CONTINUATION REVIEW
Irbp.ContinuationReview.HelpText.Label
1. Status of the Project
Project not conducted. Please close project.
Project still active; enrollment of participants continues
Project still active; enrollment is complete, but participants are still receiving research related interventions, (e.g., blood draws, s
Project still active; enrollment is complete. Participants have completed all research-related interventions, and long term follow-u
(medical, interventional research).
Other
Click on "Continuation Review" tab and answer the questions.
2. Have
he Personnel Tab of this protocol?
Yes
No
3. Have you conducted this project/protocol since the last approval date?
Yes



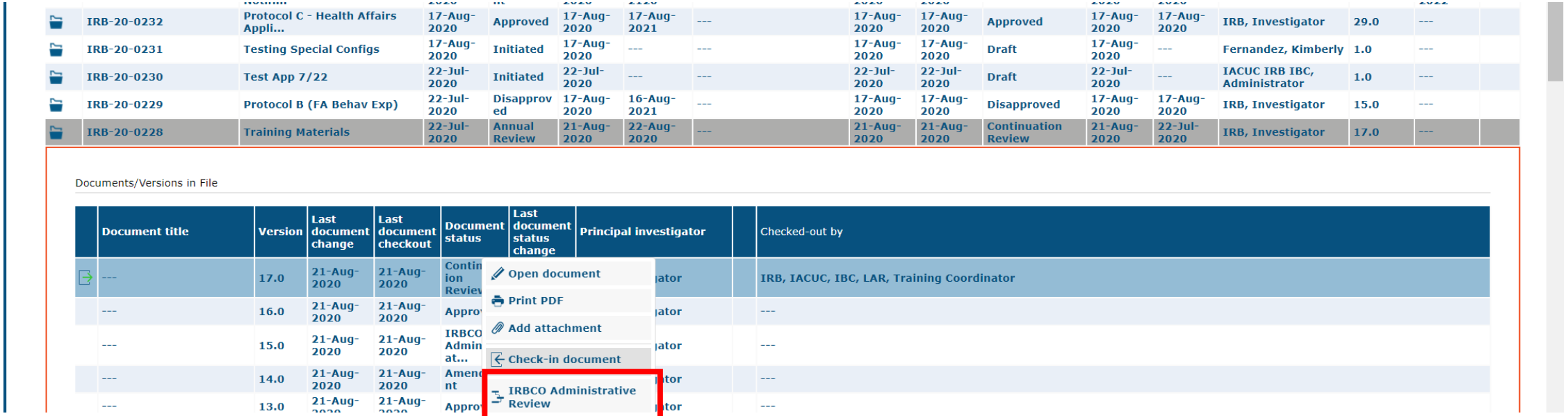
- Save all changes. Remember you can save by clicking on the “Action” button at any time. Note, you have 3 ways to save your form:
  1. Save and Check-In: saves the file and checks the document in so that another person could check it out and edit it.
  2. Save: saves the document and allows you to keep working on it.
  3. Save New Version: saves a separate and new version of the file (duplicate).

There are 2 ways to submit your Continuation Review to workflow.

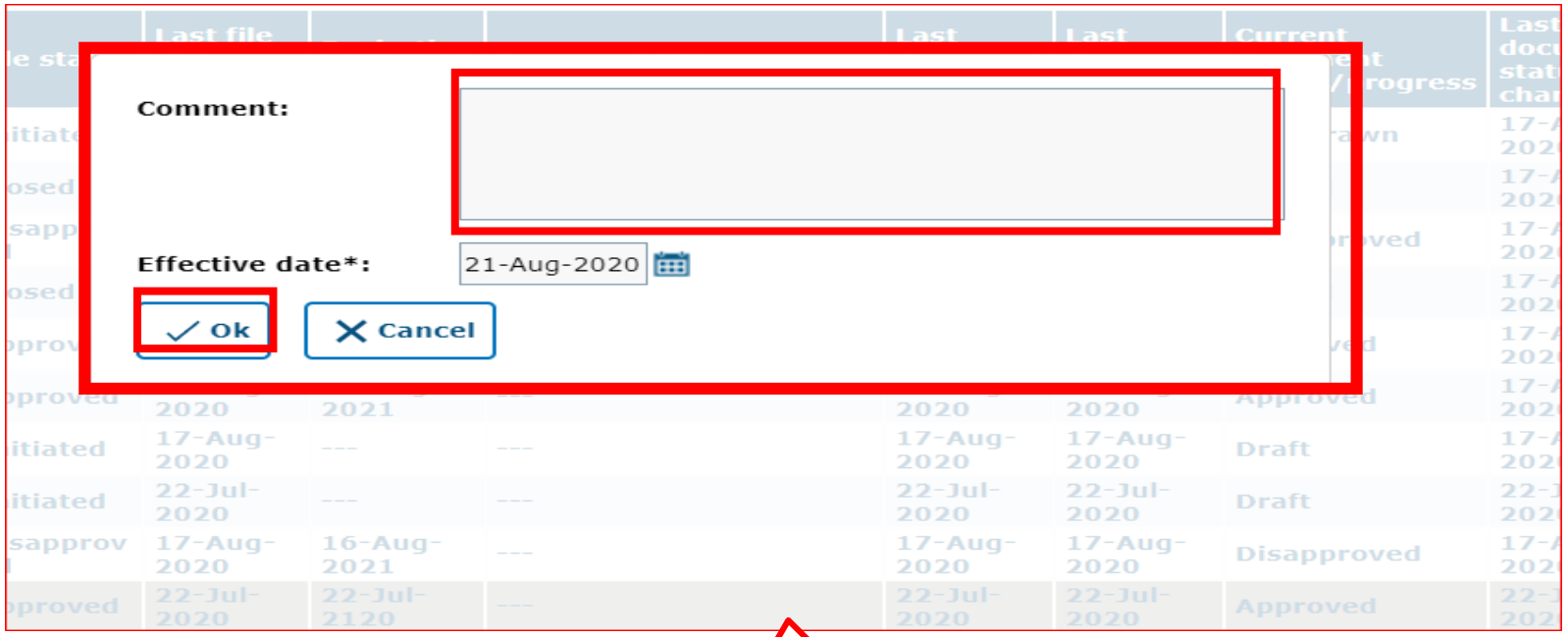
1st way – Within your application



2nd way to submit – from the protocols page:



On the protocols page, click on the project to open the documents/versions in file. Right-click on the latest version and select “IRBCO Administrative Review” from the menu.



You may leave a comment (e.g., submitting my continuation review for this study) and click “Ok.”

This is how your Continuation Review will look like under the IRB 'Approved Protocols' filter after it has been submitted to workflow.

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator		Checked-out by
	---	17.0	21-Aug-2020	21-Aug-2020	IRBCO Administrat...	21-Aug-2020	IRB, Investigator		IRB, IACUC, IBC, LAR, Training Coordinator
	---	16.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	IRB, Investigator		---
	---	15.0	21-Aug-2020	21-Aug-2020	IRBCO Administrat...	21-Aug-2020	IRB, Investigator		---

Your Continuation Review has been submitted to workflow for IRB Review

The University of Texas Rio Grande Valley

How to Revise a Submitted Continuation Request

Returned to you for Revision

Once your Continuation Review goes to the IRBCO for review, one of the following will happen:

- Approved by IRBCO
- Referred to a Reviewer IRB Member for review
- Referred to the Full Committee Review
- Returned to you For Revisions

IRB-20-0229	Protocol B (FA Behav Exp)	22-Jul-2020	Disapproved	17-Aug-2020	16-Aug-2021	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	17-Aug-2020	IRB, Investiga
IRB-20-0228	Training Materials	22-Jul-2020	Amendment	21-Aug-2020	22-Jul-2120	---	21-Aug-2020	21-Aug-2020	For Revision (IRBCO)	21-Aug-2020	22-Jul-2020	IRB, Investiga

Documents/Versions in File

Document title	Version	Last document change	Last document checkou	Document status	Last document status change	Principal investigator	Checked-out by
---	9.0	21-Aug-2020	21-Aug-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator	IRB, IACUC, IBC, LAR, Training Coordinator
---	8.0	21-Aug-2020	21-Aug-2020	IRBCO Administrat...	21-Aug-2020	IRB, Investigator	---
---	7.0	21-Aug-2020	21-Aug-2020	Amendment	21-Aug-2020	IRB, Investigator	---
---	6.0	21-Aug-2020	21-Aug-2020	Approved	22-Jul-2020	IRB, Investigator	---
---	5.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator	---
---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator	---
---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator	---
---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator	---

If your continuation review application gets returned to you for revisions:

- You will get an email that Review comments need to be addressed and the continuation review needs to be revised.
- Requested revisions, approval notices, and renewal reminders will also be sent by email to you as PI.

- In order to make changes to a document in Tick@lab you need to check-out the document first. During the time a document is checked-out, no other person can edit your document.
- Right-click on the document and select “check-out document.”

Remember, only one person at a time can work on an application.

- **Others can view in read-only mode, while the document is checked-out.**

Checked-in (operational mode): Means it is available to edit.

Documents/Versions in File

		ment title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator		Checked-out by
	---		4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator		IRB, Investigator
	---		3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator		---
	---		2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator		---
	---		1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator		---

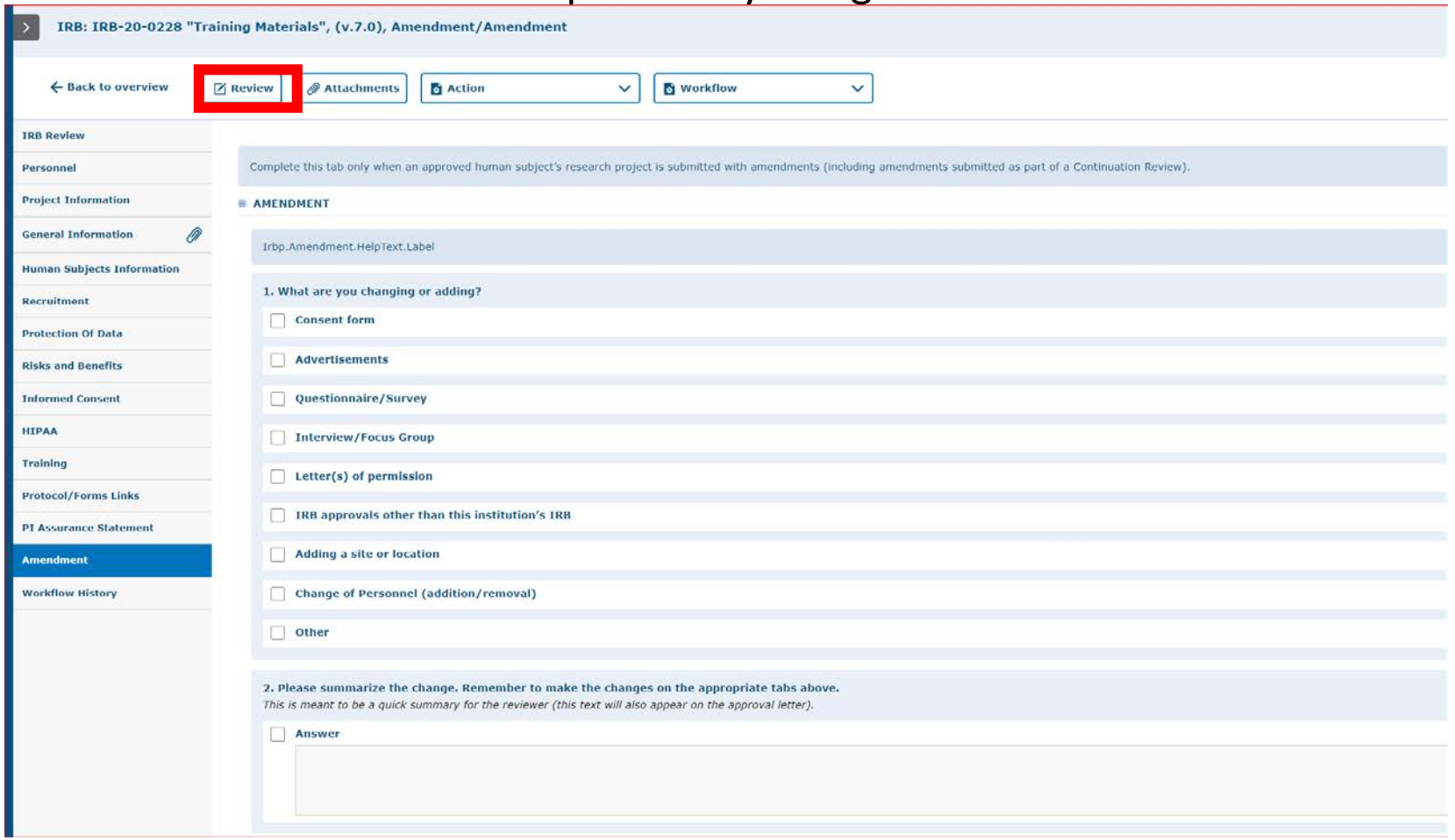
Checked-out (read-only mode): Means someone is working on the document.

	IRB-20-0228	Training Materials	22-Jul-2020	Initiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	---

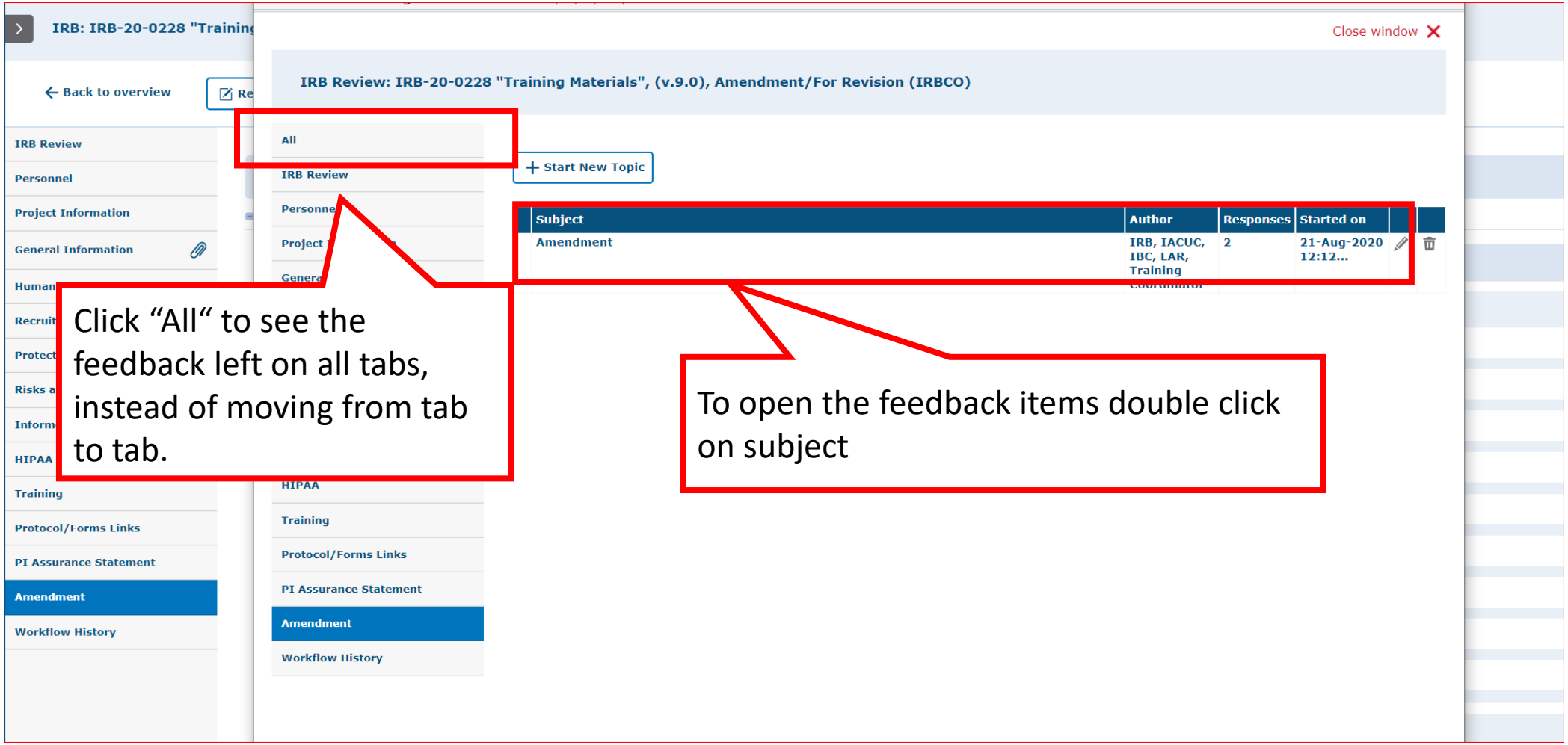
Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator		Checked-out by
	---	4.0	22-Jul-2020	22-Jul-2020	For Revision (IRBCO)	22-Jul-2020	IRB, Investigator		IRB, Investigator
	---	3.0	22-Jul-2020	22-Jul-2020	IRBCO Administrat...	22-Jul-2020	IRB, Investigator		---
	---	2.0	22-Jul-2020	22-Jul-2020	Pre-Review and Sign	22-Jul-2020	IRB, Investigator		---
	---	1.0	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	IRB, Investigator		---

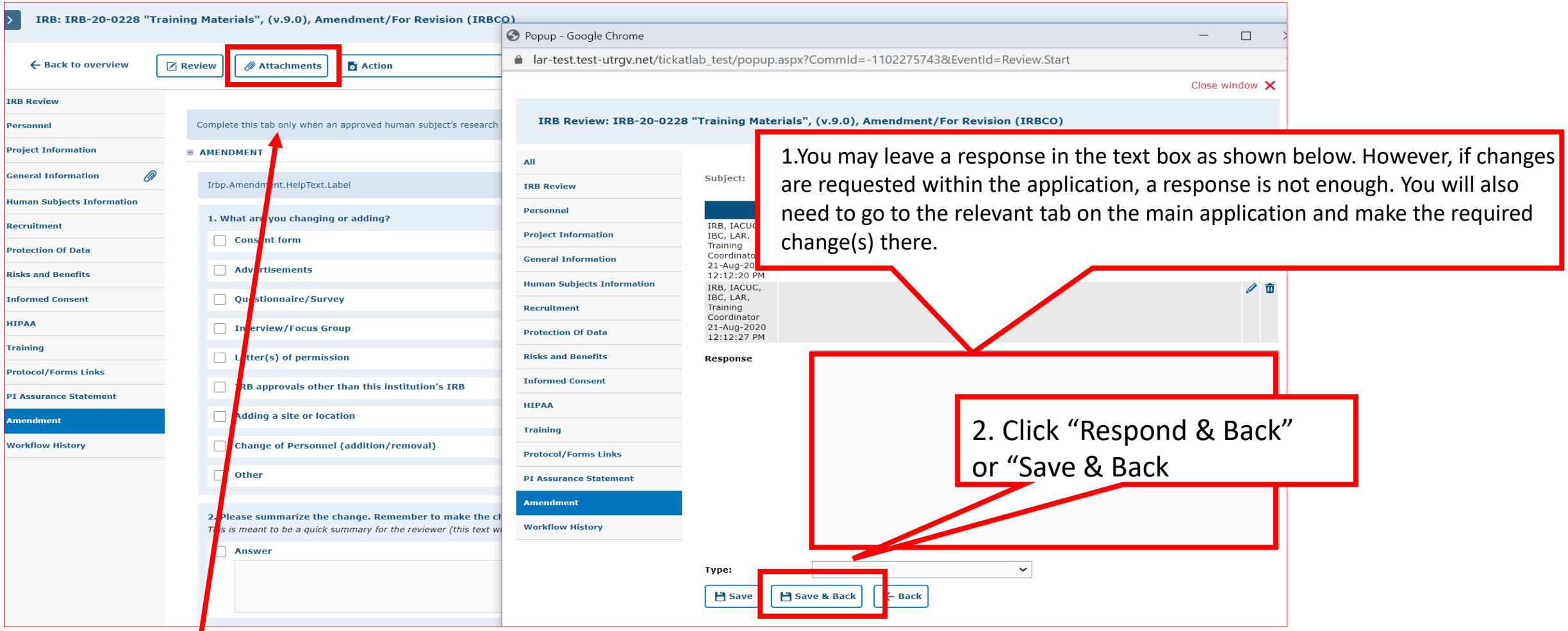
Once you have checked-out the continuation review, then you can navigate through all the revisions requested by using the review button



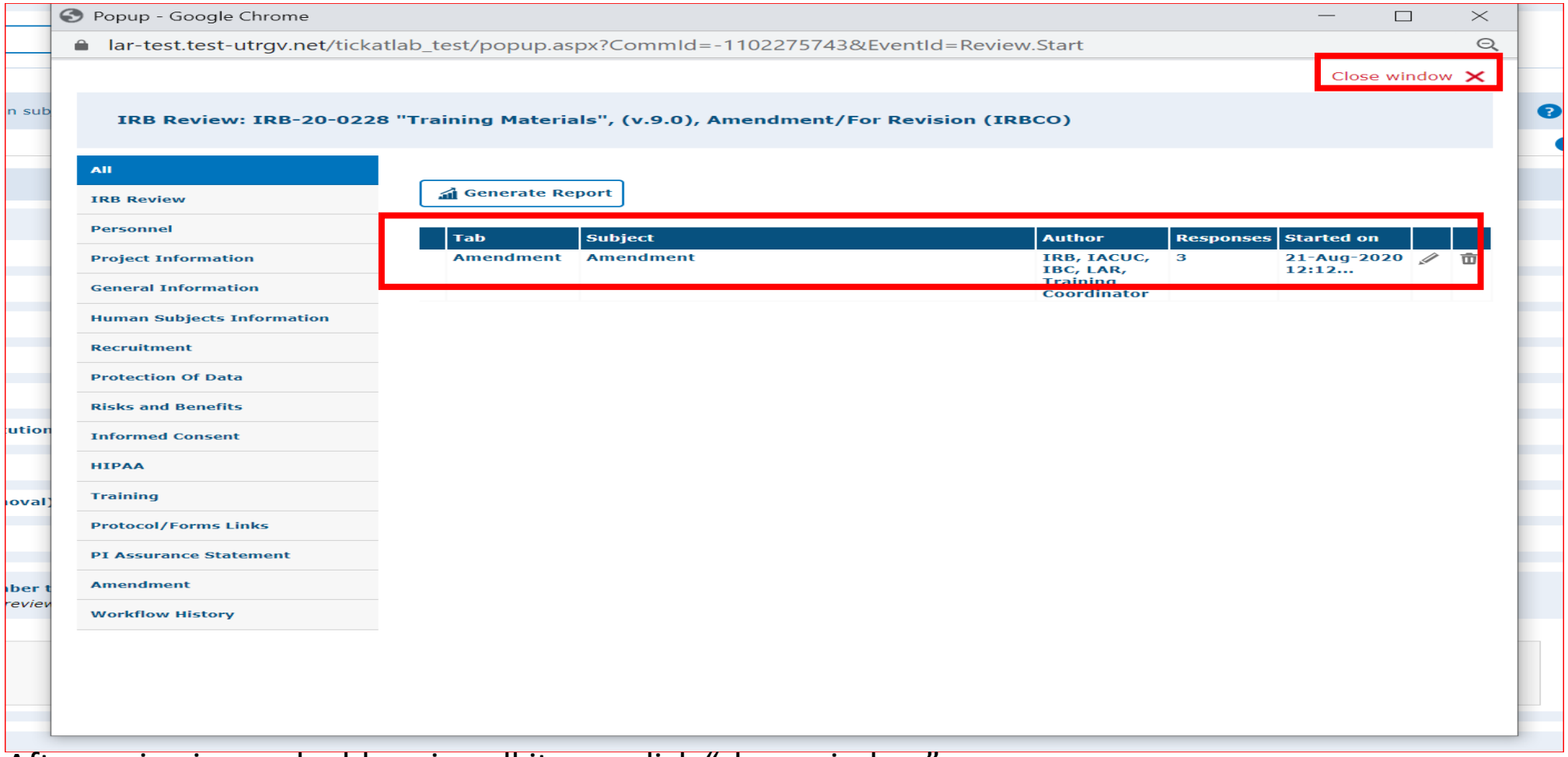
Click on “Review” button to see all feedback from the reviewer.



- As illustrated in the red box above, you will find a list of items requested by reviewers for the continuation review and you may see other comments throughout the protocol if applicable.
- Please click on each topic under the “Subject” column to view comments.



If a document has to be uploaded as a response, you must go back to the "attachments" tab and upload the document in the respective section.



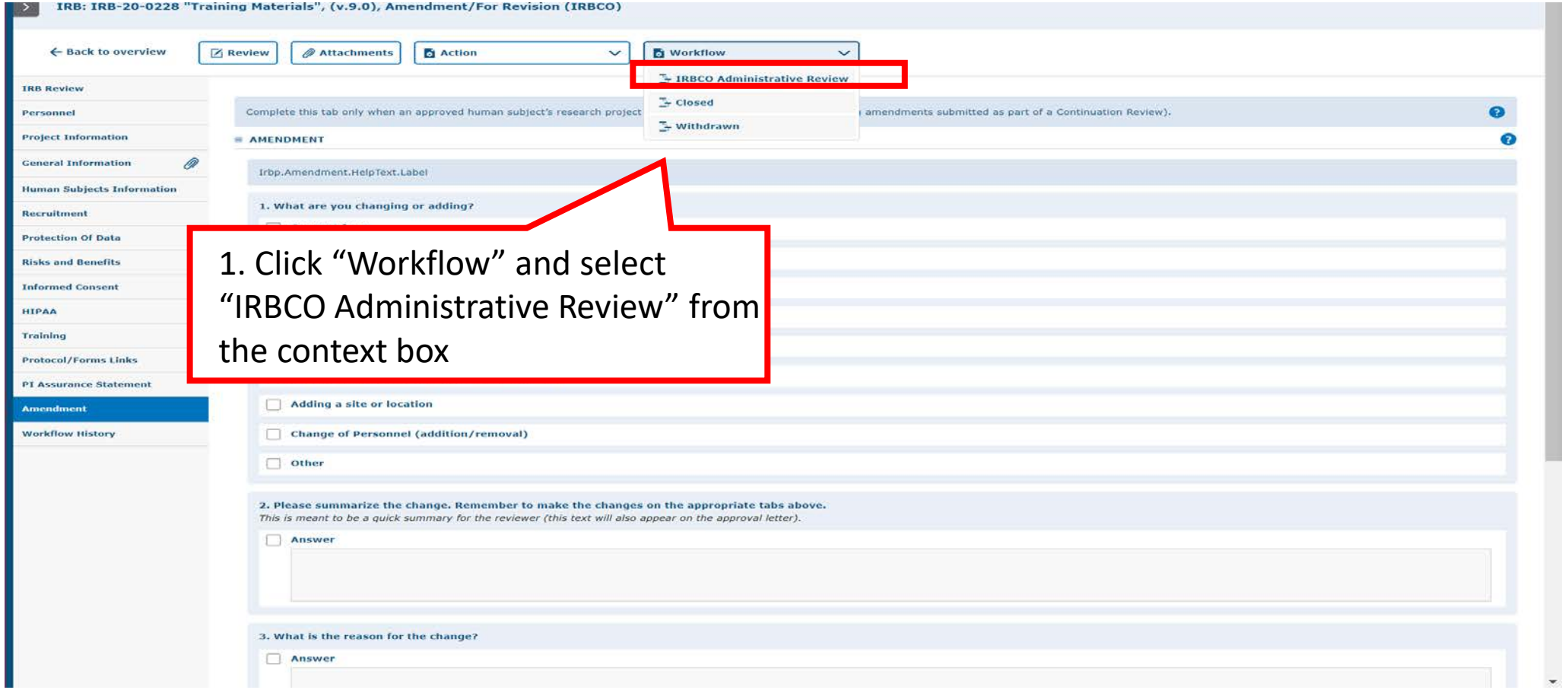
- After reviewing and addressing all items, click “close window”.
- Every time a researcher makes modification to a form a new version is activated in the system. The creation of versions allows the IRB Coordinator and Board Members to streamline the review by conducting automatic comparisons among versions.

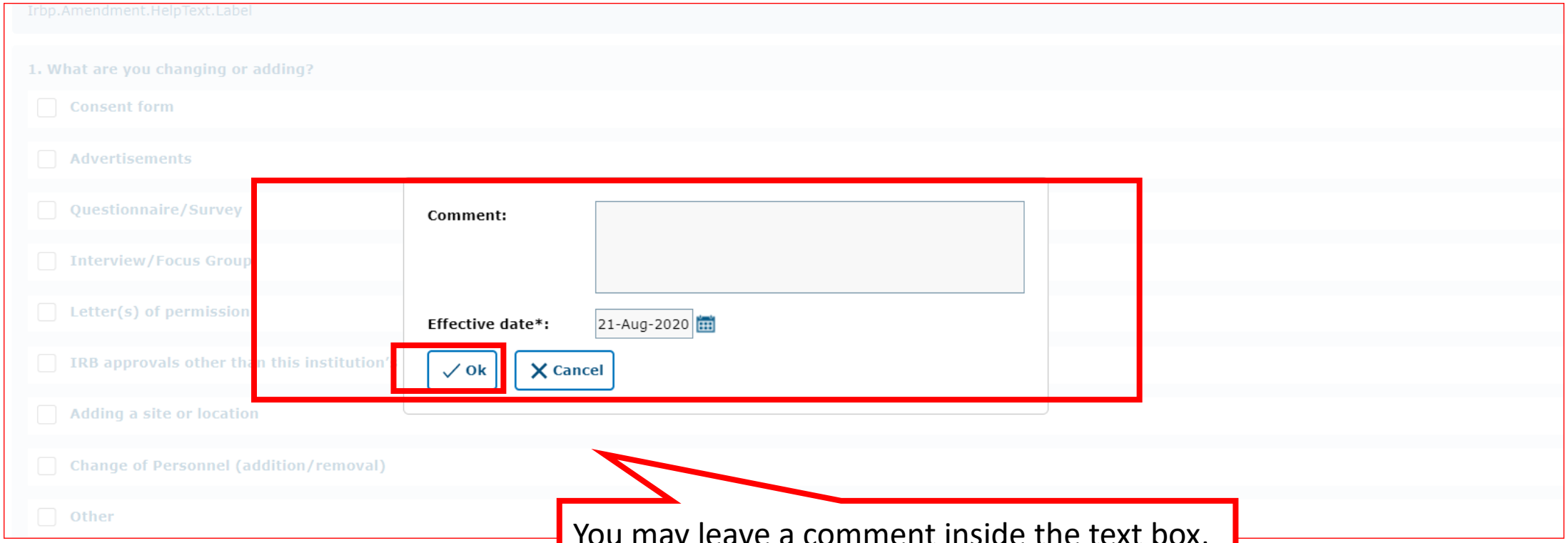
Resubmitting a Continuation Request

Submitting back to Workflow, after making required revisions

You have two options to submit your Revised Protocols back to Workflow.

Option #1 - Within the Application:





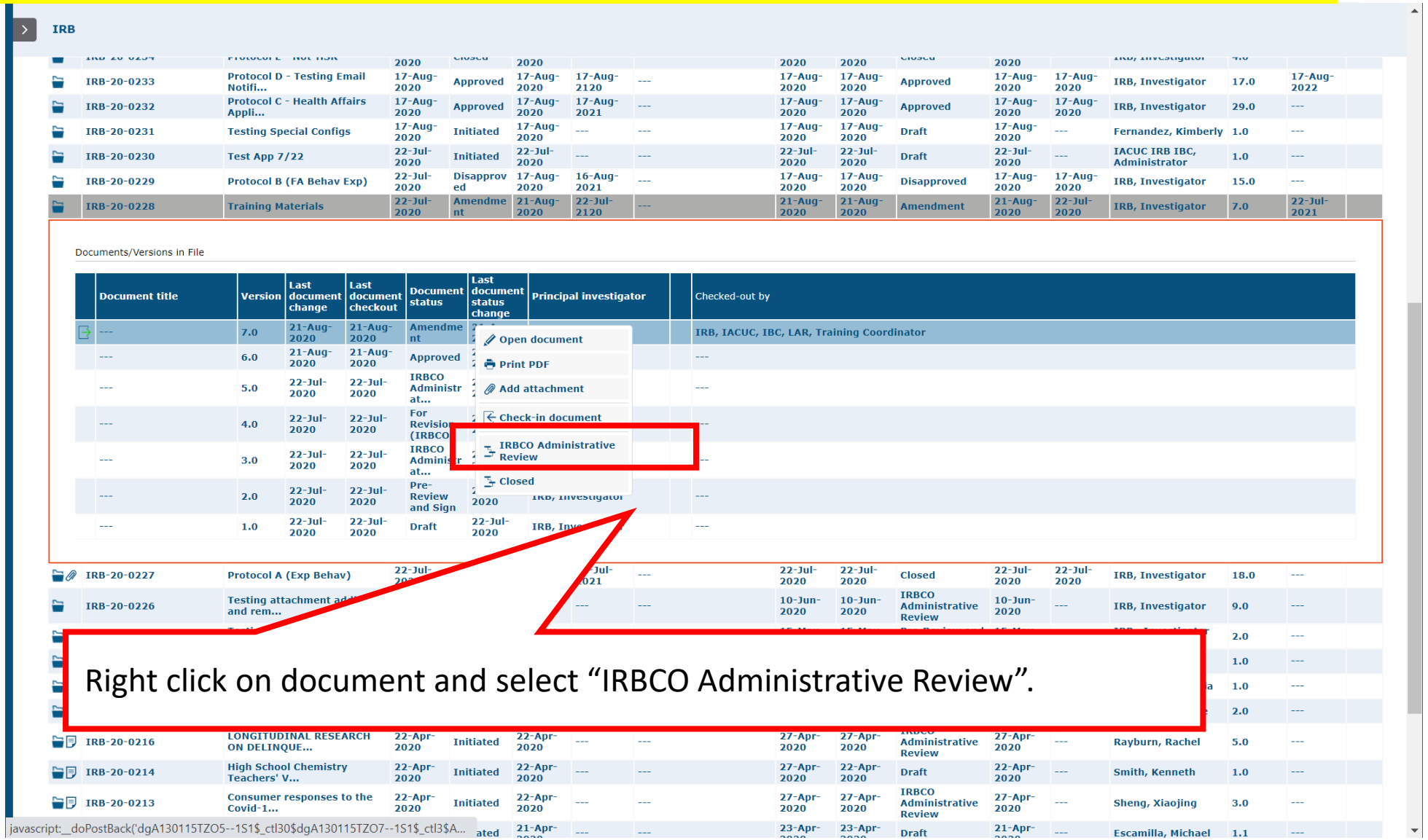
You may leave a comment inside the text box, after that please click “Ok”

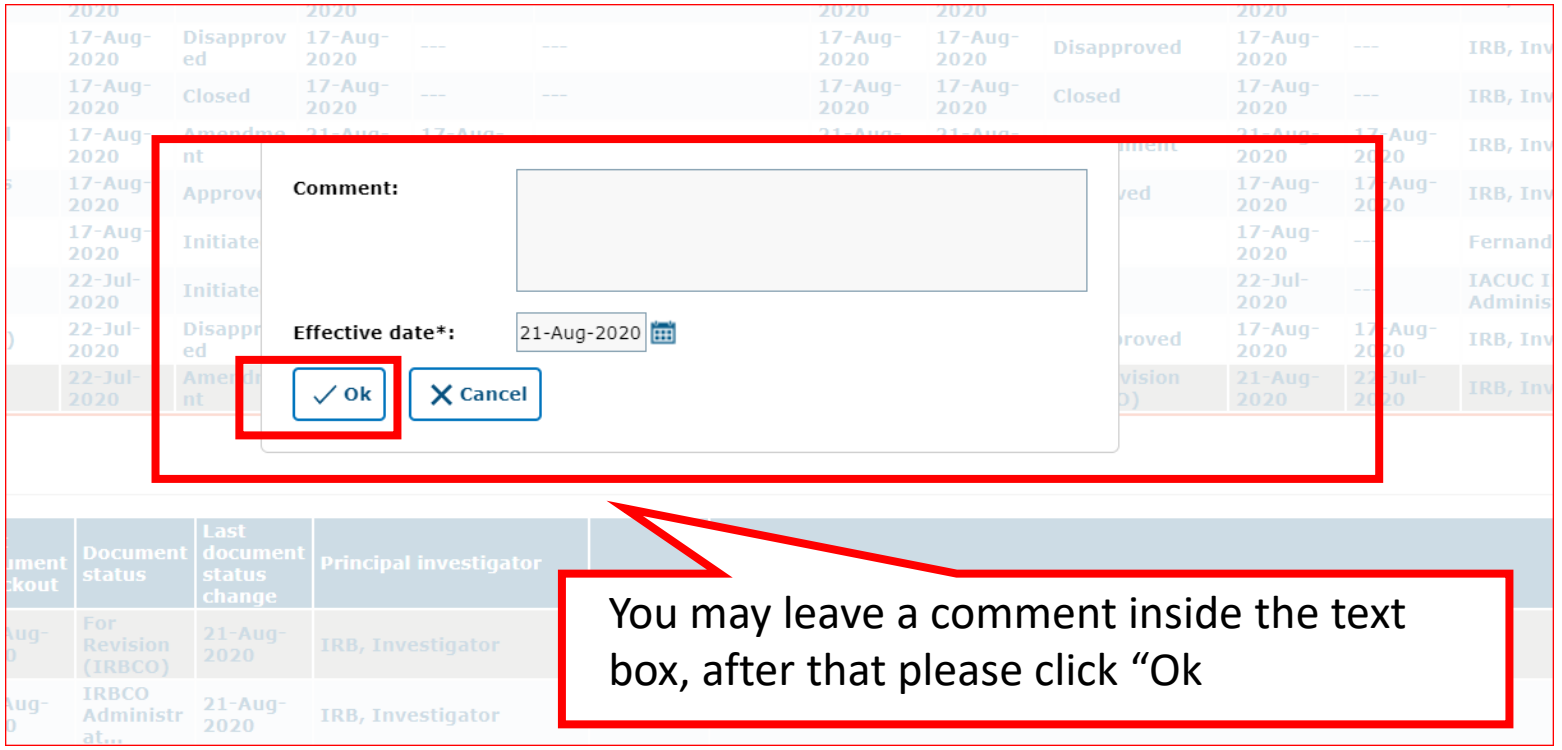
Please use this box to communicate with the next Workflow user.

Option #2 – from the Protocols page:

Open the Continuation Review by clicking on the text in the gray row shown below. This will open the document level shown below in the red box.

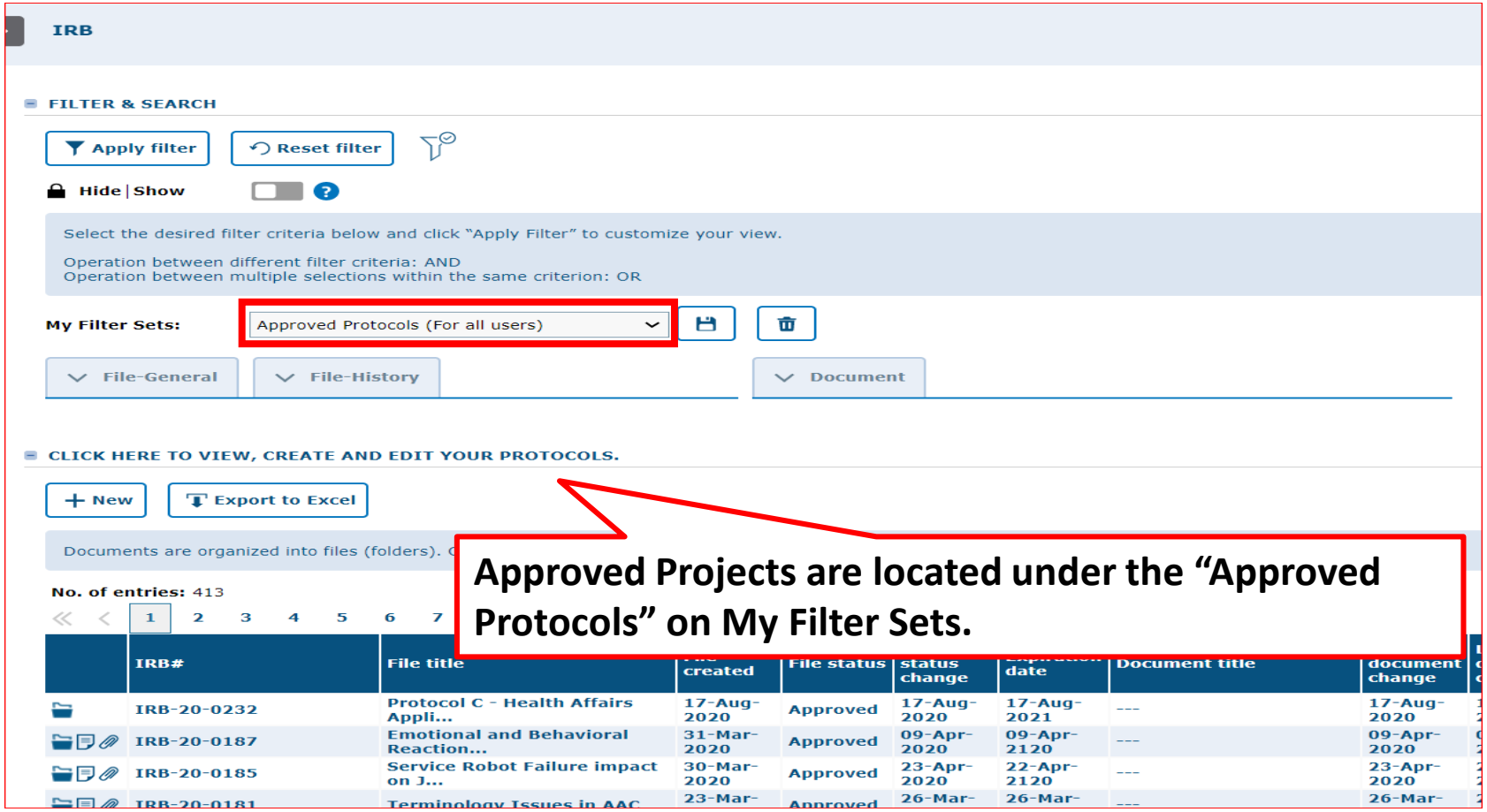
The University of Texas Rio Grande Valley





Please use this box to communicate with the next Workflow user

Once your revisions are completed and received, your submission will be revisited. It may be approved after that, depending on where it is in the workflow. If your revisions are not sufficient or something was missed, the continuation review will be pushed back to you for revision.



Once approved, you will receive an email notification and your continuation review will disappear from the 'Pending Protocols' filter.

	IRB-20-0228	Training Materials	22-Jul-2020	Approved	21-Aug-2020	21-Aug-2023	---	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	22-Jul-2020

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator		Checked-out by
	---	19.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	IRB, Investigator		---
	---	18.0	21-Aug-2020	21-Aug-2020	IRBCO Administrat...	21-Aug-2020	IRB, Investigator		---
	---	17.0	21-Aug-2020	21-Aug-2020	Continuation Review	21-Aug-2020	IRB, Investigator		---
	---	16.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	IRB, Investigator		---

*****Your Continuation has been APPROVED*****