

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,



The screenshot shows the Tick@lab dashboard interface. On the left is a dark sidebar with navigation options: Home, Protocols, Compliance Support, Tasks, Reports, Switch to mobile, Help, and UTRGV Research Compliance. Below these is the user's profile information, including the tick@lab logo, system information, and a session expiration timer (89 min 52 sec) with Profile, Refresh, and Logout buttons. The main content area is titled 'Launch Pad' and 'My tick@lab'. It features four horizontal panels: PROTOCOLS (with an 'IRB' button highlighted by a red box), COMPLIANCE SUPPORT (with a 'Meeting Minutes' button), TASKS (with a 'Tasks' button), and REPORTS (with 'CUSTOM REPORTS' and 'Custom Report' buttons). A red callout box with a white background and a red border points to the 'IRB' button, containing the text: '1. Select "Protocol" and select the designated committee.'

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.

Operation between multiple selections within the same criterion: OR

My Filter Sets: Approved Protocols (For all users)  

File-General File-History Document



[CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.](#)

[+ New](#) [Export to Excel](#)

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 414

<< < 1 2 3 4 5 6 7 8 9 10 ... > >>

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
	IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approve d	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0
	IRB-20-0228	Training Materials	22-Jul-2020	Approve d	21-Aug-2020	22-Aug-2020	---	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	22-Jul-2020	IRB, Investigator	16.0

Documents/Versions in File

Document title	Version	Last document	Last document	Document status	Last document status change	Principal investigator	Checked-out by
---	16.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	IRB, Investigator	---

- 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	21-Aug-2020			1-Aug-2020	IRB, Investigator	---						
IRB-20-0187	Emotional and Reaction...	approved	09-Apr-2020	09-Apr-2120	---	09-Apr-2020	09-Apr-2020	Approved	09-Apr-2020	09-Apr-2020	Seligman, Laura	4.0	09-Apr-2021
IRB-20-0185	Service Robot on J...	approved	23-Apr-2020	22-Apr-2120	---	23-Apr-2020	23-Apr-2020	Approved	23-Apr-2020	09-Apr-2020	Murray, Ross	12.0	09-Apr-2021
IRB-20-0181	Terminology D	approved	26-Mar-2020	26-Mar-2120	---	26-Mar-2020	26-Mar-2020	Approved	26-Mar-2020	26-Mar-2020	Fuller, Donald	6.0	26-Mar-2021
IRB-20-0161	Social Enterpr United	approved	01-Apr-2020	01-Apr-2120	---	01-Apr-2020	01-Apr-2020	Approved	01-Apr-2020	01-Apr-2020	Kimakwa, Sarah	6.0	01-Apr-2021

- Open document
- Print PDF
- Add attachment
- Amendment
- Continuation Review

Select "Continuation Review"

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

IRB

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 1153

« < 1 2 3 4 5 6 7 8 9 10 ... > »

	IRB#	File title	File created	File status	Last file status change	Expiration date	Document title	Last document change	Last document checkout	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IRB-20-0237	Protocol H - Testing Withdraw aft...	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Withdrawn	17-Aug-2020	---	IRB, Investigator	7.0	---
	IRB-20-0236	Protocol G - Withdraw Draft	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	2.0	---
	IRB-20-0235	Protocol F - Testing Disapproval	17-Aug-2020	Disapproved	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Disapproved	17-Aug-2020	---	IRB, Investigator	4.0	---
	IRB-20-0234	Protocol E - Not-HSR	17-Aug-2020	Closed	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	4.0	---
	IRB-20-0233	Protocol D - Testing Email Notifi...	17-Aug-2020	Amendment	21-Aug-2020	17-Aug-2120	---	21-Aug-2020	21-Aug-2020	Amendment	21-Aug-2020	17-Aug-2020	IRB, Investigator	18.0	17-Aug-2022
	IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0	---
	IRB-20-0231	Testing Special Configs	17-Aug-2020	Initiated	17-Aug-2020	---	---	---	---	---	17-Aug-2020	---	Fernandez, Kimberly	1.0	---
	IRB-20-0230	Test App 7/22	22-Jul-2020	Initiated	22-Jul-2020	---	---	---	---	---	22-Jul-2020	---	IACUC IRB IBC, Administrator	1.0	---
	IRB-20-0229	Protocol B (FA Behav Exp)	22-Jul-2020	Disapproved	17-Aug-2020	---	---	---	---	---	17-Aug-2020	17-Aug-2020	IRB, Investigator	15.0	---
	IRB-20-0228	Training Materials	22-Jul-2020	Annual Review	21-Aug-2020	---	---	---	---	---	21-Aug-2020	22-Jul-2020	IRB, Investigator	17.0	---

Right click on the document and select "Check-out document". After checking it out, right click and select "Open document."

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	Continuation Review	21-Aug-2020	---	---
---	16.0	21-Aug-2020	21-Aug-2020	Approved	21-Aug-2020	---	---
---	15.0	21-Aug-2020	21-Aug-2020	IRBCO Administrator	21-Aug-2020	---	---
---	14.0	21-Aug-	21-Aug-	Amendme	21-	---	---


> **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

2. Have you reviewed the Personnel Tab of this protocol?

- Yes
- No

3. Have you conducted this project/protocol since the last approval date?

- Yes

Click on "Continuation Review" tab and answer the questions.

IRB: IRB-20-0228 "Training Materials", (v.17.0), Annual Review/Continuation Review

← Back to overview Review Attachments **Action** Workflow

Save & Check-in
Save
Save New Version
Print PDF
Compare version
Validate & Save

Complete this tab only when a project is submitted for Continuation Review.

CONTINUATION REVIEW

Irbp.ContinuationReview.Help

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, study treatment, etc.).

Project still active; enrollment is complete. Participants have completed all research-related interventions, and long term follow-up is completed. The research activities are limited to only data analysis (medical, interventional research).

Other

2. Have any of the members of the study team changed since the last review?

Yes

No

3. Have you conducted this project/protocol since the last review?

Yes

No

- 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

The screenshot shows the IRB application interface for "IRB: IRB-20-0228 'Training Materials', (v.17.0), Annual Review/Continuation Review". The top navigation bar includes a "Back to overview" link, "Review", "Attachments", "Action", and "Workflow" dropdown menus. The "Workflow" dropdown is open, showing options: "IRBCO Administrative Review", "Closed", and "Terminated". A red box highlights the "Workflow" dropdown and the "IRBCO Administrative Review" option. A red arrow points from the "IRBCO Administrative Review" option to a text box containing the instruction: "1) Click on 'Workflow' and select 'IRBCO Administrative Review'". The main content area shows the "CONTINUATION REVIEW" section with three questions:

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, study treatment, etc.).
- Project still active; enrollment is complete. Participants have completed all research-related interventions, and long term follow-up is completed. The research activities are limited to only data analysis (medical, interventional research).
- Other

2. Have any of the members of the study team changed as listed on the Personnel Tab of this protocol?

- Yes
- No

3. Have you conducted this project/protocol since the last approval date?

- Yes

2nd way to submit – from the protocols page:

IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0	---
IRB-20-0231	Testing Special Configs	17-Aug-2020	Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Draft	17-Aug-2020	---	Fernandez, Kimberly	1.0	---
IRB-20-0230	Test App 7/22	22-Jul-2020	Initiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	---	IACUC IRB IBC, Administrator	1.0	---
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, Investigator	15.0	---
IRB-20-0228	Training Materials	22-Jul-2020	Annual Review	21-Aug-2020	22-Aug-2020	---	21-Aug-2020	21-Aug-2020	Continuation Review	21-Aug-2020	22-Jul-2020	IRB, Investigator	17.0	---

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	Continuation Review	---	IRB, IACUC, IBC, LAR, Training Coordinator	IRB, IACUC, IBC, LAR, Training Coordinator
---	16.0	21-Aug-2020	21-Aug-2020	Approval	---	---	---
---	15.0	21-Aug-2020	21-Aug-2020	IRBCO Administrative Review	---	---	---
---	14.0	21-Aug-2020	21-Aug-2020	Amendment	---	---	---
---	13.0	21-Aug-2020	21-Aug-2020	Approval	---	---	---

- Open document
- Print PDF
- Add attachment
- Check-in document
- IRBCO Administrative Review**

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.

Last file	Last	Last	Current	Last
Comment:	<input type="text"/>			
Effective date*:	21-Aug-2020			
<input type="button" value="✓ Ok"/>	<input type="button" value="✗ Cancel"/>			

Last file	Last	Last	Current	Last
2020	2021	2020	2020	Approved
17-Aug-2020	---	17-Aug-2020	17-Aug-2020	Draft
22-Jul-2020	---	22-Jul-2020	22-Jul-2020	Draft
17-Aug-2020	16-Aug-2021	17-Aug-2020	17-Aug-2020	Disapproved
22-Jul-2020	22-Jul-2120	22-Jul-2020	22-Jul-2020	Approved

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	---
	---	---	21-Aug-	21-Aug-	Amendme	21-Aug-		

Your Continuation Review has been submitted to workflow for IRB Review

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

Document title	Version	Last document change	Last document checked out	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 Administrator	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 Administrator	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 Administrator	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.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Checked-out by
---	---	---	---	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator	---
---	---	---	---	IRBCO Administrat...	21-Aug-2020	IRB, Investigator	---
---	---	---	---	Amendme nt	21-Aug-2020	IRB, Investigator	---
---	---	---	---	Approved	22-Jul-2020	IRB, Investigator	---
---	---	---	---	IRBCO Administrative Review	22-Jul-2020	IRB, Investigator	---
---	---	---	---	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	---


- 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

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	---

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

The screenshot displays the IRB system interface for an amendment. The top navigation bar includes a breadcrumb trail: "IRB: IRB-20-0228 'Training Materials', (v.7.0), Amendment/Amendment". Below this, there are several action buttons: "Back to overview", "Review" (highlighted with a red box), "Attachments", "Action" (with a dropdown arrow), and "Workflow" (with a dropdown arrow). A left-hand sidebar contains a list of menu items: "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" (highlighted in blue), and "Workflow History". The main content area is titled "AMENDMENT" and contains a section "1. What are you changing or adding?" with a list of checkboxes: "Consent form", "Advertisements", "Questionnaire/Survey", "Interview/Focus Group", "Letter(s) of permission", "IRB approvals other than this institution's IRB", "Adding a site or location", "Change of Personnel (addition/removal)", and "Other". Below this is a section "2. Please summarize the change. Remember to make the changes on the appropriate tabs above. This is meant to be a quick summary for the reviewer (this text will also appear on the approval letter)." with a checkbox labeled "Answer" and a text input field.

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

The screenshot shows a web interface for an IRB review. At the top, there's a header with a back arrow, a title "IRB: IRB-20-0228 'Training Materials', (v.9.0), Amendment/For Revision (IRBCO)", and a "Close window" button. Below the header is a navigation menu on the left with items like "IRB Review", "Personnel", "Project Information", "General Information", "Human", "Recruit", "Protect", "Risks a", "Inform", "HIPAA", "Training", "Protocol/Forms Links", "PI Assurance Statement", "Amendment", and "Workflow History". The "Amendment" item is highlighted in blue. In the center, there's a "Start New Topic" button. Below that is a table with columns: "Subject", "Author", "Responses", and "Started on". A red box highlights the "All" tab in the top left, with a callout box stating: "Click 'All' to see the feedback left on all tabs, instead of moving from tab to tab." Another red box highlights the "Amendment" row in the table, with a callout box stating: "To open the feedback items double click on subject".

Subject	Author	Responses	Started on
Amendment	IRB, IACUC, IBC, LAR, Training Coordinator	2	21-Aug-2020 12:12...

- 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.

The screenshot displays the IRB application interface for "IRB: IRB-20-0228 'Training Materials', (v.9.0), Amendment/For Revision (IRBCO)". The main navigation menu on the left includes sections like IRB Review, Personnel, Project Information, and Amendment. The "Attachments" tab is highlighted in the top navigation bar. The main content area shows the "AMENDMENT" section with a list of checkboxes for various changes, such as "Consent form", "Advertisements", and "Questionnaire/Survey". A red arrow points from the "Attachments" tab to the "AMENDMENT" section. On the right, a "Response" form is visible, with a "Subject" field containing the user's name and title, and a "Response" text area. Below the text area are buttons for "Save", "Save & Back", and "Back". A red box highlights the "Save & Back" button. A "Close window" button is also visible in the top right corner of the popup window.

1. You may leave a response in the text box as shown below. However, if changes are requested within the application, a response is not enough. You will also need to go to the relevant tab on the main application and make the required change(s) there.

2. Click "Respond & Back" or "Save & Back"

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.

IRB Review: IRB-20-0228 "Training Materials", (v.9.0), Amendment/For Revision (IRBCO)

Generate Report

Tab	Subject	Author	Responses	Started on		
Amendment	Amendment	IRB, IACUC, IBC, LAR, Training Coordinator	3	21-Aug-2020 12:12...		

Close window

- 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:

The screenshot displays the IRB application interface for "IRB: IRB-20-0228 'Training Materials', (v.9.0), Amendment/For Revision (IRBCO)". The top navigation bar includes a "Back to overview" link, "Review", "Attachments", "Action", and "Workflow" dropdown menus. The "Workflow" dropdown is open, showing options: "IRBCO Administrative Review", "Closed", and "Withdrawn". The "IRBCO Administrative Review" option is highlighted with a red box. A red callout box with a white background and black text points to the dropdown menu, containing the instruction: "1. Click 'Workflow' and select 'IRBCO Administrative Review' from the context box". The main content area shows the "AMENDMENT" section with a form for "1. What are you changing or adding?" and "2. Please summarize the change. Remember to make the changes on the appropriate tabs above. This is meant to be a quick summary for the reviewer (this text will also appear on the approval letter).". The form includes checkboxes for "Adding a site or location", "Change of Personnel (addition/removal)", and "Other". There are also input fields for "Answer" under sections 2 and 3.

1. Click "Workflow" and select "IRBCO Administrative Review" from the context box

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

- Consent form
- Advertisements
- Questionnaire/Survey
- Interview/Focus Group
- Letter(s) of permission
- IRB approvals other than this institution
- Adding a site or location
- Change of Personnel (addition/removal)
- Other

Comment:

Effective date*: 21-Aug-2020

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.

Comment:

Effective date*: 21-Aug-2020

✓ Ok ✕ Cancel

Document status	Last document status change	Principal investigator
For Revision (IRBCO)	21-Aug-2020	IRB, Investigator
IRBCO Administrative	21-Aug-2020	IRB, Investigator

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

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.

IRB

FILTER & SEARCH

Apply filter | Reset filter

Hide | Show

Select the desired filter criteria below and click "Apply Filter" to customize your view.
Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets: Approved Protocols (For all users) File-General File-History Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.


+ New | Export to Excel

Documents are organized into files (folders).

No. of entries: 413

	IRB#	File title	created	File status	status change	expiration date	Document title	document change
	IRB-20-0232	Protocol C - Health Affairs Appli...	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2021	---	17-Aug-2020
	IRB-20-0187	Emotional and Behavioral Reaction...	31-Mar-2020	Approved	09-Apr-2020	09-Apr-2120	---	09-Apr-2020
	IRB-20-0185	Service Robot Failure impact on J...	30-Mar-2020	Approved	23-Apr-2020	22-Apr-2120	---	23-Apr-2020
	IRB-20-0181	Terminology Issues in AAC	23-Mar-	Approved	26-Mar-	26-Mar-	---	26-Mar-

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*****