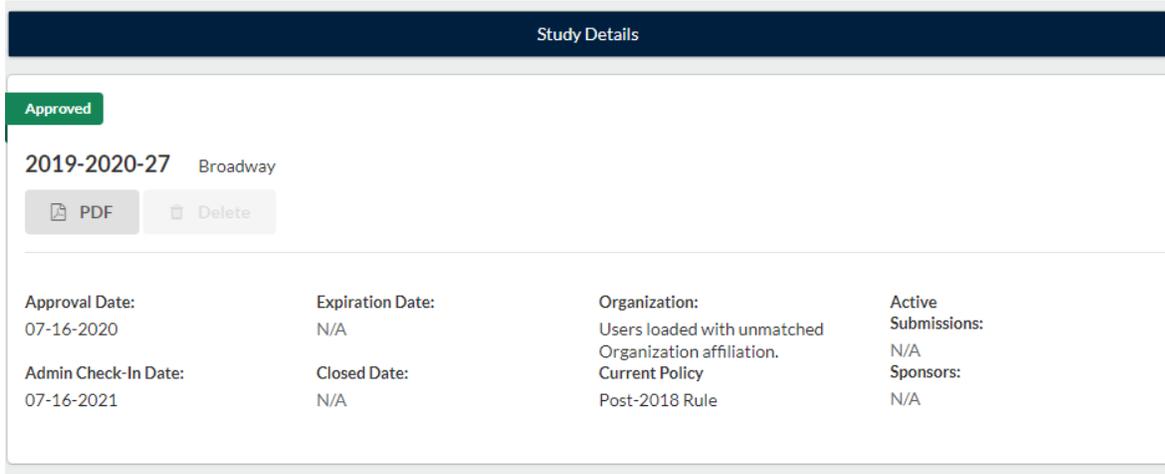


Submitting an Annual Check-in

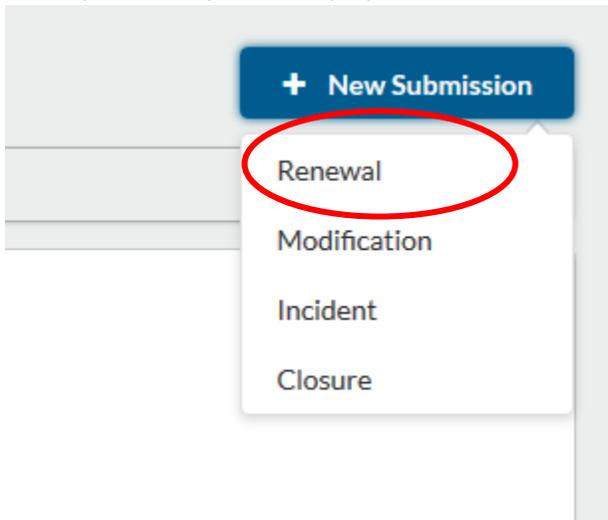
1. Open your previously approved study



The screenshot shows the 'Study Details' page for an approved study. At the top, there is a dark blue header with the text 'Study Details'. Below this, a green badge indicates the study is 'Approved'. The study ID is '2019-2020-27' and the name is 'Broadway'. There are two buttons: 'PDF' and 'Delete'. Below this, a table lists various dates and organizational information.

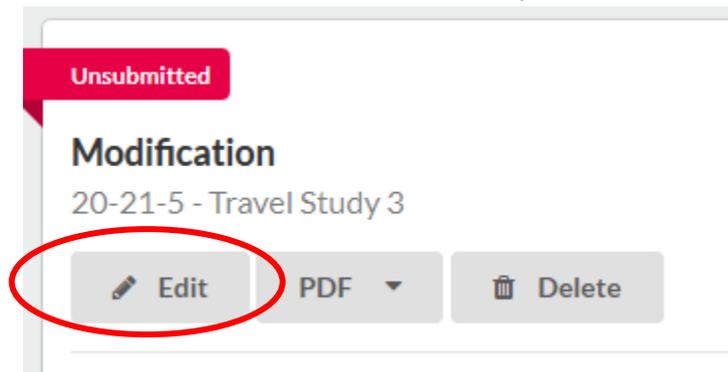
Approval Date: 07-16-2020	Expiration Date: N/A	Organization: Users loaded with unmatched Organization affiliation. Current Policy	Active Submissions: N/A
Admin Check-In Date: 07-16-2021	Closed Date: N/A	Post-2018 Rule	Sponsors: N/A

2. Once you have your study open, click New Submission, then Renewal (in the right-hand corner)



The screenshot shows a dropdown menu for 'New Submission'. The menu is open, and the 'Renewal' option is circled in red. Other options include 'Modification', 'Incident', and 'Closure'.

3. Click Edit on the left-hand side of Study Dashboard



The screenshot shows the 'Study Dashboard' for an 'Unsubmitted' study. The study name is 'Modification' and the ID is '20-21-5 - Travel Study 3'. There are three buttons: 'Edit', 'PDF', and 'Delete'. The 'Edit' button is circled in red.

- Or Complete Submission on the right-hand side of Study Dashboard

Required Tasks:

[Complete Submission](#)

- Complete all Questions on the Annual Check-In section

The screenshot shows the IRB submission interface. At the top, it displays 'IRB NUMBER: IRB-FY2021-14' and the study title 'The Pandemic Study - Renewal'. A navigation menu on the left includes 'SUBMISSION DETAILS', 'Sections', 'Section 1 Annual C...' (which is checked), 'Routing' (with a dropdown arrow and the text 'Send to PI for certification?'), and 'COMPLETE SUBMISSION' (with a right-pointing arrow). The main content area is titled 'Section 1 Annual Check-In' and contains three questions, each with 'Yes' and 'No' radio button options:

- Is this study still active?
 - Yes
 - No
- Do you plan to continue to enroll participants?
 - Yes
 - No
- Have there been any problems or complaints during the past year?
 - Yes
 - No

- Select Complete Submission

This close-up view of the navigation menu shows the 'Routing' option with a dropdown arrow and the text 'Send to PI for certification?'. Below it, the 'COMPLETE SUBMISSION' option with a right-pointing arrow is circled in red, indicating the next step in the process.

7. Select Certify then Confirm

Awaiting Certification

Renewal
IRB-FY2021-14 - The Pandemic Study

[View](#) [PDF](#) [Delete](#)

Routing: [Return](#) [Certify](#)

PI: Frances Faculty Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks: N/A

8. Annual Check-in will be sent to IRB for review

 **In-Draft**
Submission is with researchers

Under Pre-Review

Renewal
IRB-FY2021-14 - The Pandemic Study

[View](#) [PDF](#) [Delete](#)

PI: Frances Faculty Current Analyst: N/A

Review Type: N/A Review Board: N/A