Submitting an Annual Check-in

1. Open your previously approved study

   ![Study Details](image1)

   

   **2019-2020-27**  Broadway
   
   - Approval Date: 07-16-2020
   - Expiration Date: N/A
   - Admin Check-In Date: 07-16-2021
   - Closed Date: N/A

   

   **Active Submissions:**
   
   - Users loaded with unmatched
   - Organization affiliation.
   - Current Policy
   - Post-2018 Rule

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

   ![Renewal Option](image2)

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

   ![Modification Details](image3)

   **Modification**
   
   20-21-5 - Travel Study 3
   
   ![Edit Button](image4)
4. Or Complete Submission on the right-hand side of Study Dashboard

   Required Tasks:
   Complete Submission

5. Complete all Questions on the Annual Check-In section

   - 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

6. Select Complete Submission
7. Select Certify then Confirm

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