Submitting an Annual Check-in

1. Open your previously approved study

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

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

   Section 1 Annual Check-In
   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