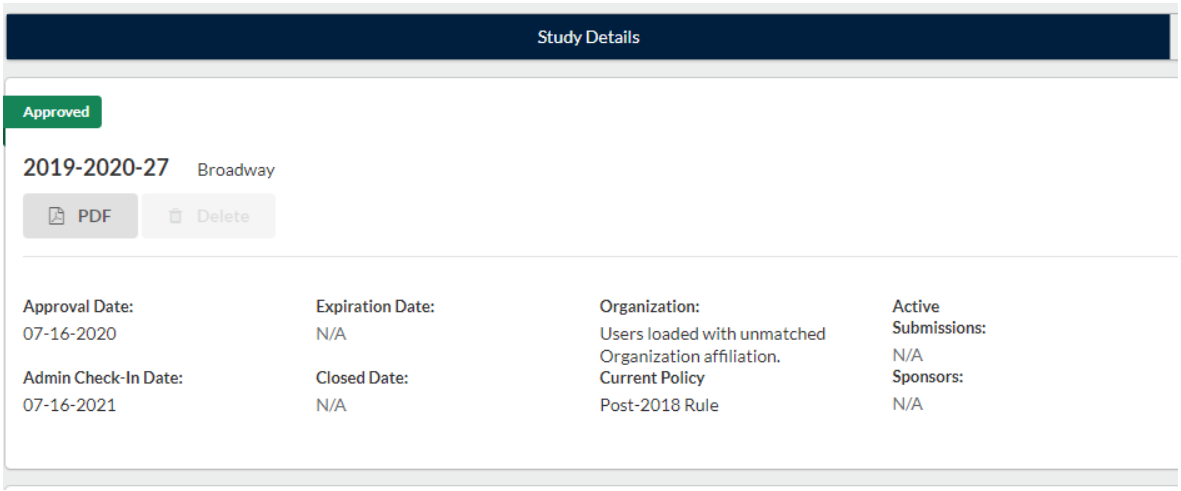
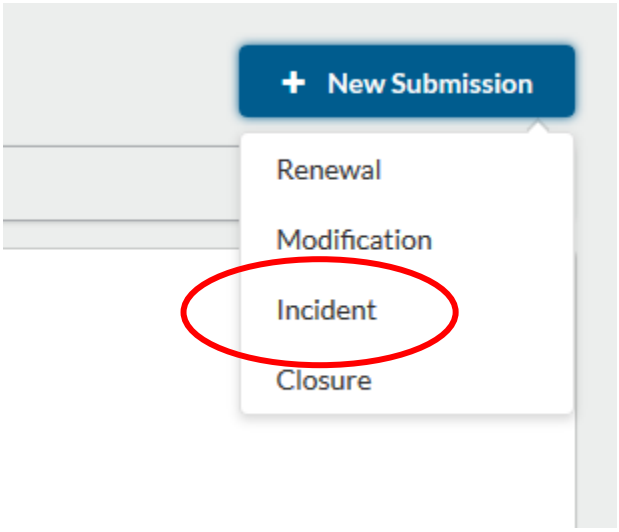
Submitting an Incident Report

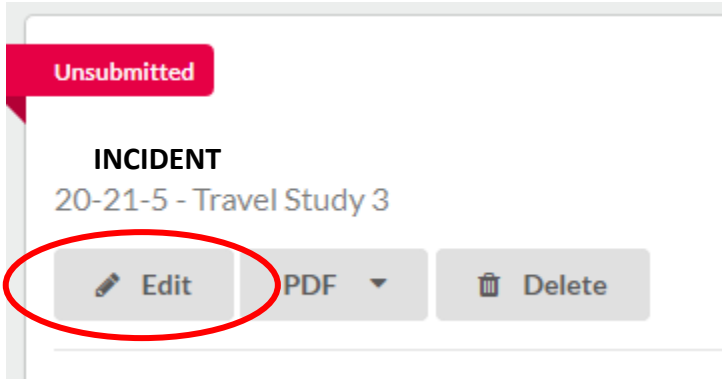
1. Open your previously approved study



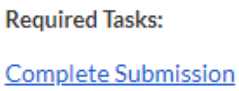
2. Once you have your study open, click New Submission, then Incident (in the right-hand corner)



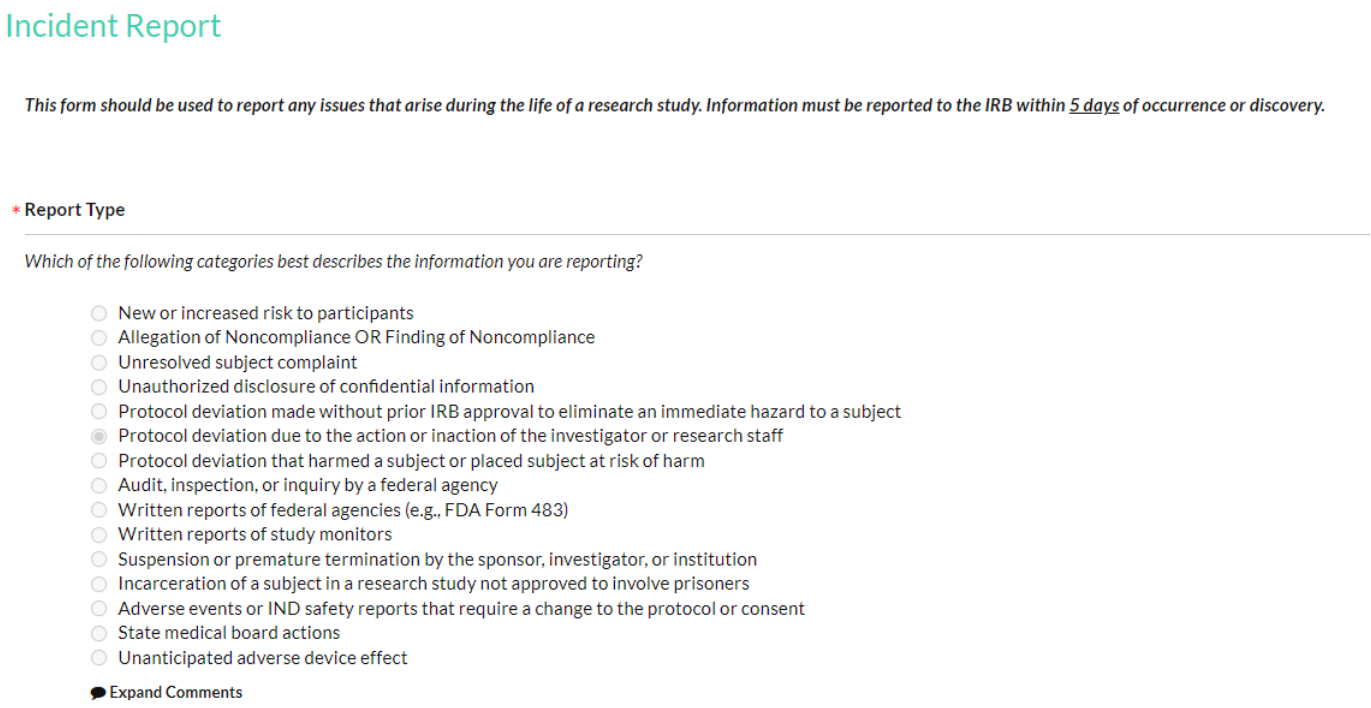
3. Click Edit on the left-hand side of Study Dashboard



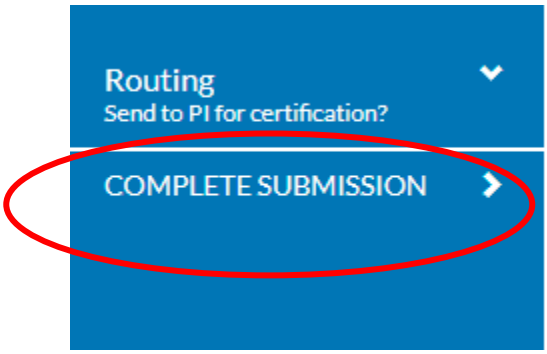
4. Or Complete Submission on the right-hand side of Study Dashboard



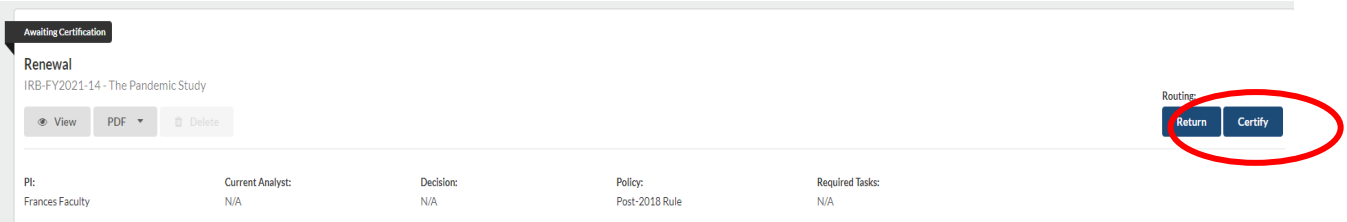
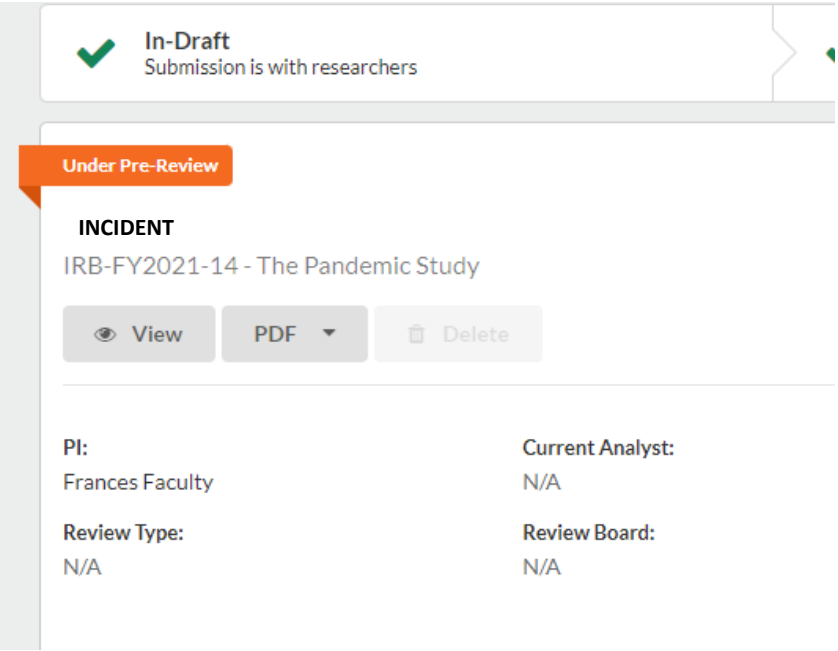
5. Complete all Questions on the Incident Report section



6. Select Complete Submission



7. Select Certify then Confirm



8. Incident Report will be sent to IRB for review