



## Submitting a Continuing Review of Research Form to Bloomsburg University IRB for review

- 1) Go to <https://bloomsburg.my.irbmanager.com>

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SteamPunk (2017.11.945.0/Release/b76e137)  
TP-WEB01 at 2019-02-18 16:40:26Z  
Page generated in 0.003 seconds.

- 2) If you do not have a login account please follow the instructions for a New User Form.

- 5) Enter the study # that you wish to amend and click find.

Open Items in the next 60 days

6.) Once you are in the study, please click “start x-form” under actions in the upper left corner.

The screenshot shows the IRB Manager interface for a study titled "Study 2018-150-BU Research (IRB)". The left sidebar contains an "Actions" menu with the following items: Study, Update, Add Contact, Add Study-Site, Study-Site, Update, Add Attachment, Add Contact, Add Event, Add Note, Expirations, Generate Doc, Send EMail, Start xForm (highlighted with a red arrow), xForms (0), Misc, Contact History, Doc Templates, Notifications, Run Study Report, Run Study-Site Report, Study Audit, and Study Sub Screen. The main content area displays study details such as "Study: 2018-150", "Committee: BUIRB", "Category: Office of Reseach and Sponsored Programs", "Department:", "Last Review:", "Agent Types: Focus Groups", "Study Title: Expedited Test", "Qualtrics:", "Review Type:", and "Comments: Expedited". It also shows "Study-Site" information including "Site(s): BU Research - BU Research", "Status: New From PI", "Approval:", "Initial Approval:", and "Comments:". An "Events (1)" table is visible at the bottom, with one event: "New Submission" with 5 instances, starting on 12/20/2018, and reviewed by Sadie H.

7.) If you wish to see all of the questions on this form, click “printer icon”  and this will give you a copy of the form that is easily printed.

8) If you wish to fill out this form, choose the blue link for the “Continuing Review of Research Form.”

The screenshot shows the "Start xForm" page in the IRB Manager. The page title is "Start xForm" and the URL is "https://bloomsburg.my.irbmanager.com/xForms/StartForm.aspx?OwningRowOID=E2D582034E5A414F9164ED66899CB21206000000". The page features a "Filter:" input field and a table titled "Select xForm to start". The table has three columns: "Action", "Form (Click to start)", and "Description". The "Continuing Review of Research" form is highlighted with a red arrow. Below the table, there is a copyright notice: "Copyright ©2000-2019 Tech Software. All Rights Reserved. SteamPunk (2017.11.945.0/Release/676e137)".

Action	Form (Click to start)	Description
	<a href="#">Continuing Review of Research</a>	This form is used for continuing research that was initially approved by either an expedited or a full review by the BUIRB. This request must be submitted at least yearly and three weeks PRIOR to the anniversary of the previous approval so that continuing approval may be received.
	<a href="#">IRB Application Form (1/1/19)</a>	Use this form for all new proposals submitted to the BUIRB regardless of what category you expect the Proposal to fall under.
	<a href="#">Key Personnel Change Form</a>	Use this form if you are submitting any modification(s) to the previously approved key research personnel, including any additions or deletions of personnel, any role or duty changes, or any changes in any personnel qualifications (i.e., CV, resume or training certificates).
	<a href="#">Modification to Protocol Form</a>	Use this form to notify the IRB of any changes to your previously approved research. Do not use this form for changes to personnel - Use the Key Personnel Change form for those changes.
	<a href="#">New Contact Submission</a>	Please provide contact information for everyone involved in this study.
	<a href="#">Post Common Rule - Continuing Review of Research</a>	This form is used for continuing research that was initially approved by either an expedited or a full review by the BUIRB. This request must be submitted at least yearly and three weeks PRIOR to the anniversary of the previous approval so that continuing approval may be received.
	<a href="#">Study Closure Final Report</a>	Please use this form when your study is complete (all participant data is collected and analyze, all interventions are complete, no follow-up interventions are taking place, and enrollment is closed).
	<a href="#">Unanticipated Problems</a>	Please complete this form for any adverse or unanticipated problems that occur during the course of a study.

9) Please answer all pertinent questions.

The screenshot shows a web browser window displaying the 'Continuing Review of Research -- Renewal Header' page in the IRB Manager system. The page includes the Bloomsburg University logo and a navigation bar with 'Collaborators' and a 'Renewal Header' dropdown menu. The main content area contains several form sections, each with an 'Add Note' and 'View Audit' link:

- Study number:** 2018-150
- Form Created by:** Email: BU-IRB, Business: 570-389-4322
- Previous approval period:** N/A
- Project Title:** Expedited Test
- Principal Investigator:** Email: [redacted], Business: 570-389-4208
- Student Researcher:** N/A

8) Enter your changes to the study.

9) Once you've completed and submitted the form, BUIRB personnel will begin the review process.

The screenshot shows the 'Continuing Review of Research -- PI Signature' page in the IRB Manager system. The page includes the Bloomsburg University logo and a navigation bar with 'Collaborators' and a 'PI Signature' dropdown menu. The main content area contains a signature section with the following text:

**By entering your password below you are electronically agreeing to all of the information below.**

I agree to notify the IRB of any changes in protocol.

**All of the above information to my knowledge is complete and accurate. (Required)**

To sign, enter password for corlando@bloomu.edu

[Password input field]

Navigation buttons: Previous, Next, Save for Later, More >

Page footer: Copyright ©2000-2019 Tech Software. All Rights Reserved. SteamPunk (2017.11.045.0/Release/176e137) TP-WEB01 at 2019-02-18 19:55:21Z. Page generated in 0.084 seconds. Powered By IRBManager