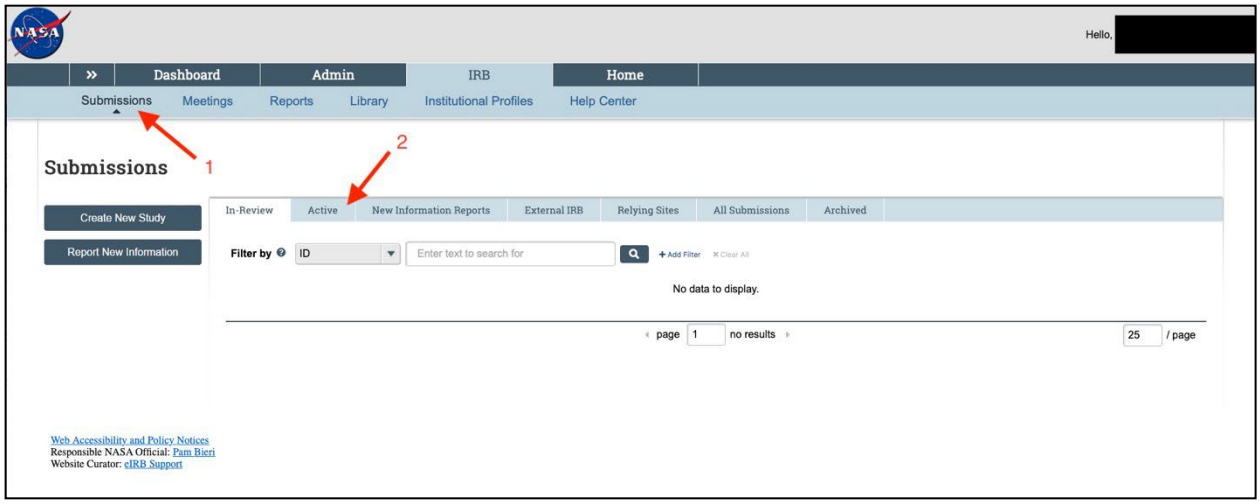
NASA IRB Huron Guide for Researchers
Submitting a Continuing Review or End of Protocol

Please note, you can submit a continuing review alone (CR) or a combined modification and continuing review (MODCR). If you wish to close your study, open a CR alone. This manual will specifically review submitting a study continuing review alone. You will also submit a CR if you wish to close the study. NOTE: If you need to attach documents to your continuing review (e.g. updated Financial Conflict of Interest Forms and/or CITI certificates) you MUST submit a MODCR. A CR alone will not allow you to upload these documents in the correct area.

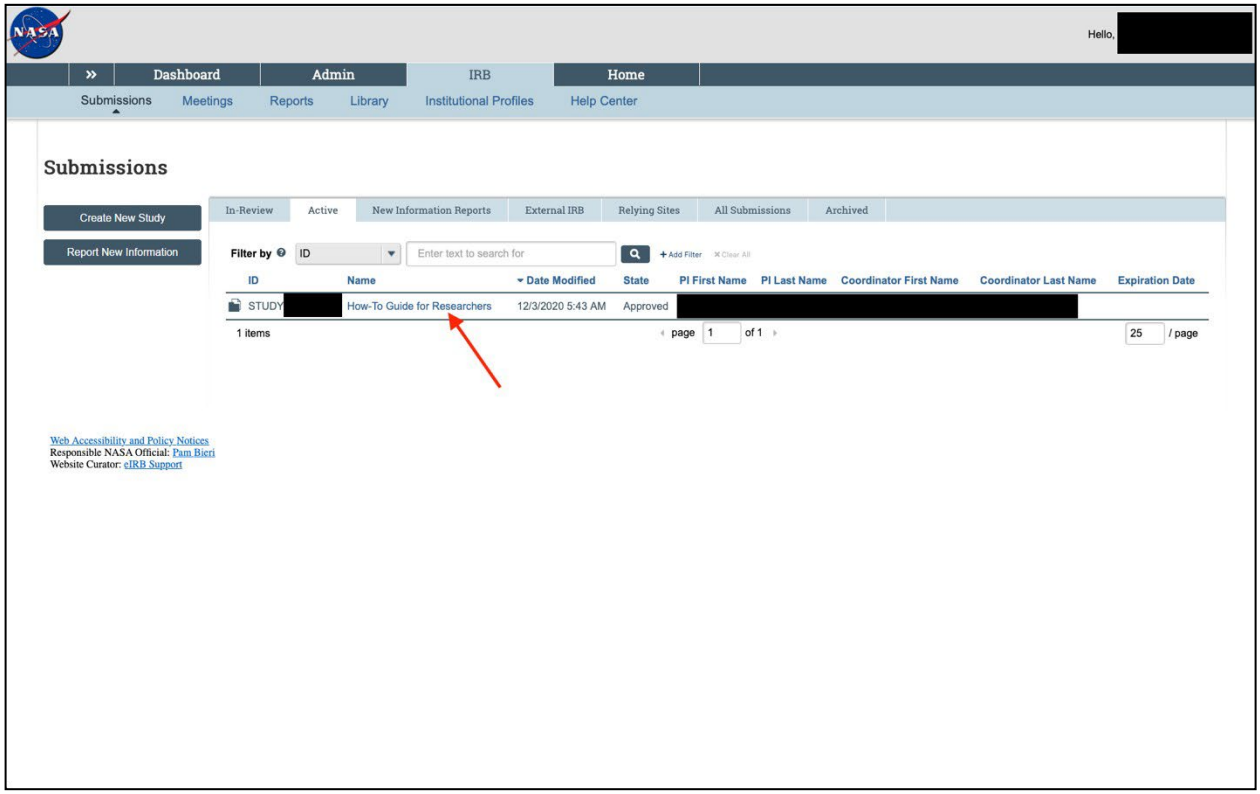
1. Visit https://eirb.jsc.nasa.gov/EIRB/ and click "Login" at the top right corner of the screen. Enter your user name and password and click "Login."

2. In the top navigator bar, click "IRB."

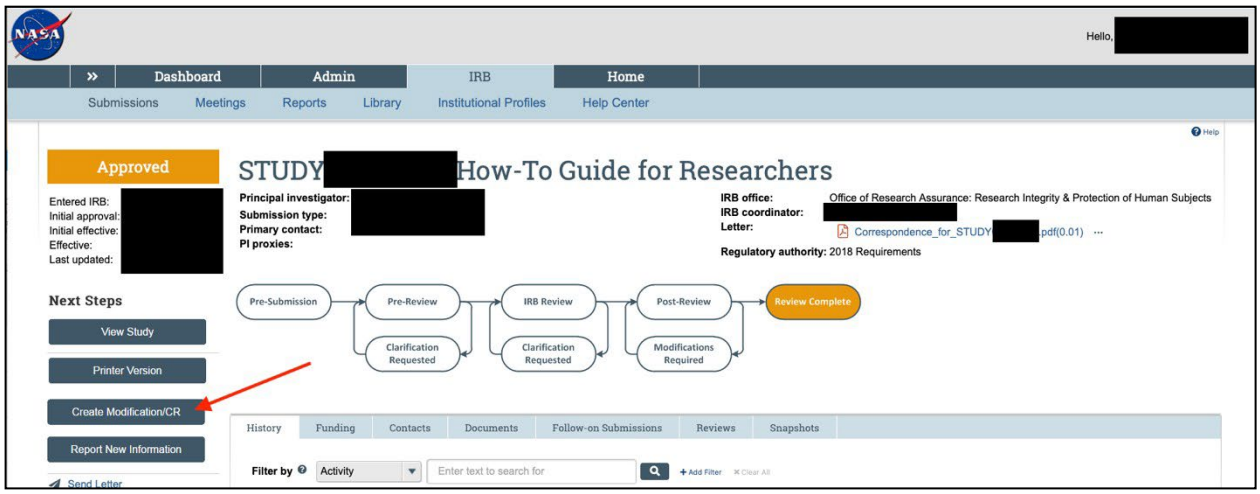
3. Then, click "Submission" in the top navigator bar, then click the "Active" tab.



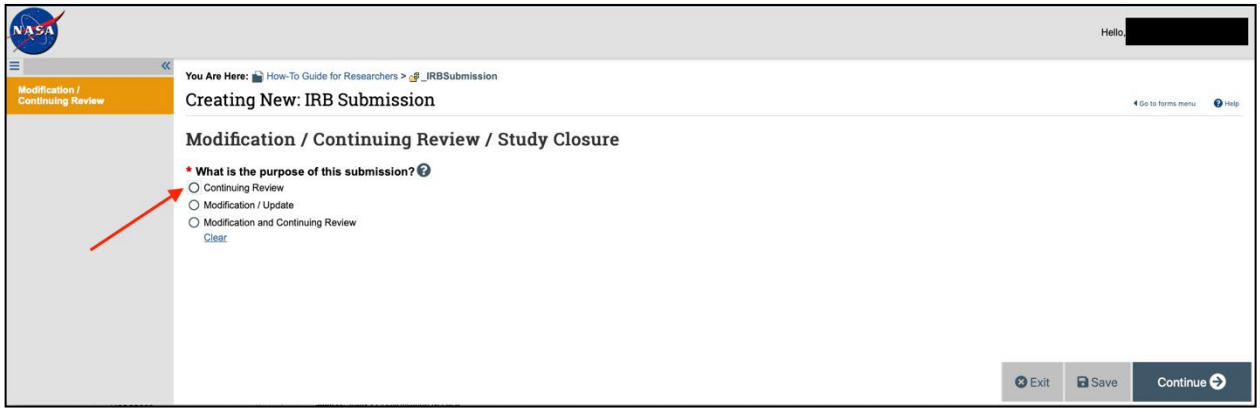
4. Click on the title of the study of interest.



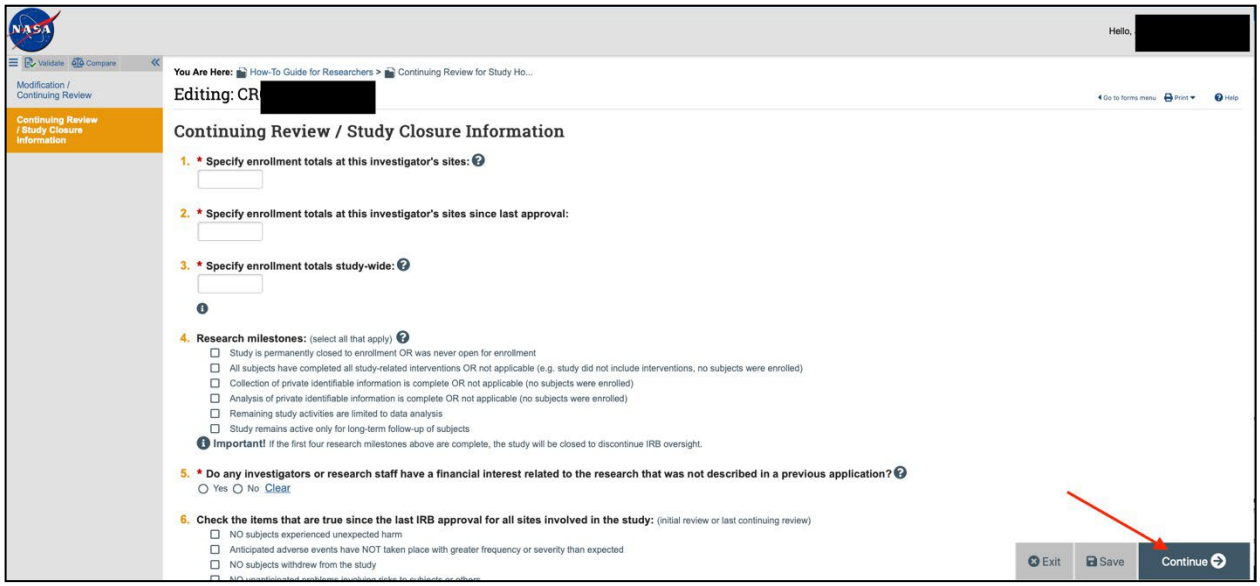
5. Click on “Create Modification/CR” on the left side of the screen.

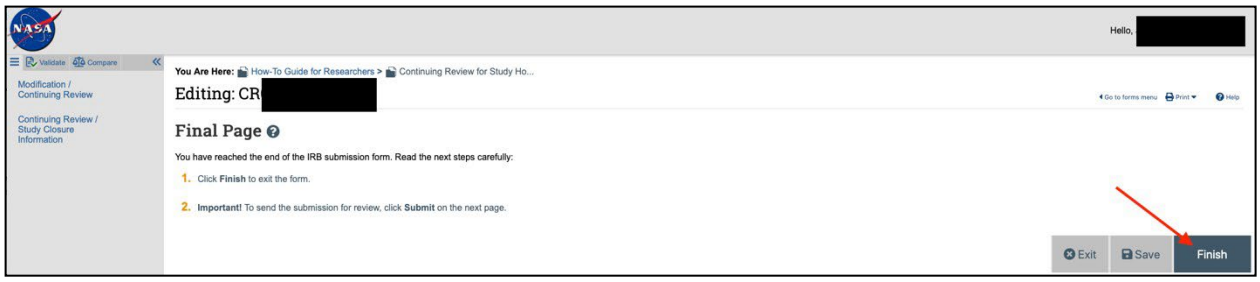


6. Select “Continuing Review.” Note, if you have already previously submitted a modification that is currently under review, you will only see “Continuing Review” as a selection.

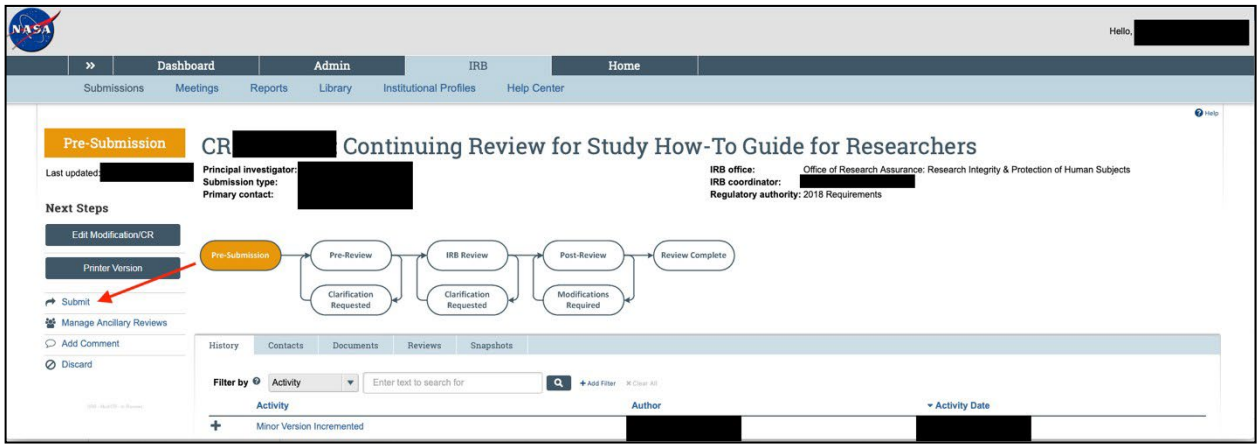


7. Answer numbers 1 through 7. Click “Continue.” Note, for number 4, if you select the first four responses, you are indicating you want to close the study and discontinue IRB oversight.

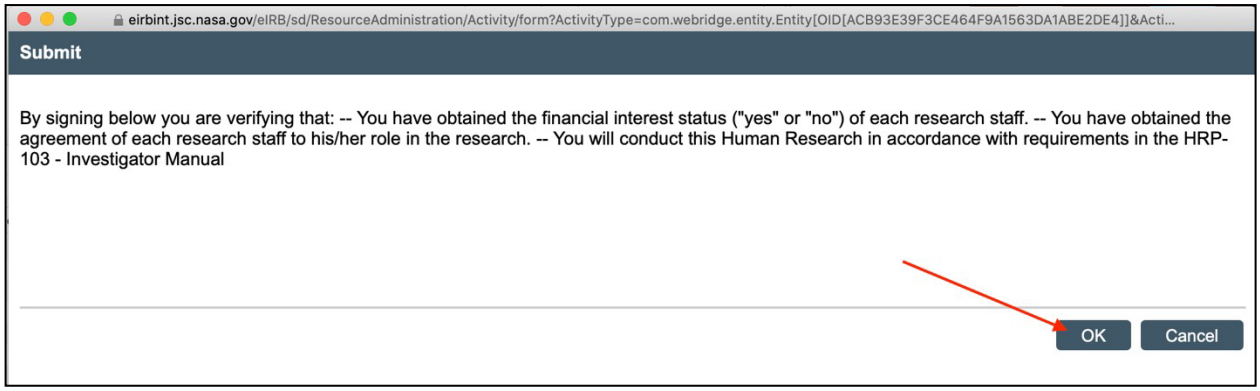




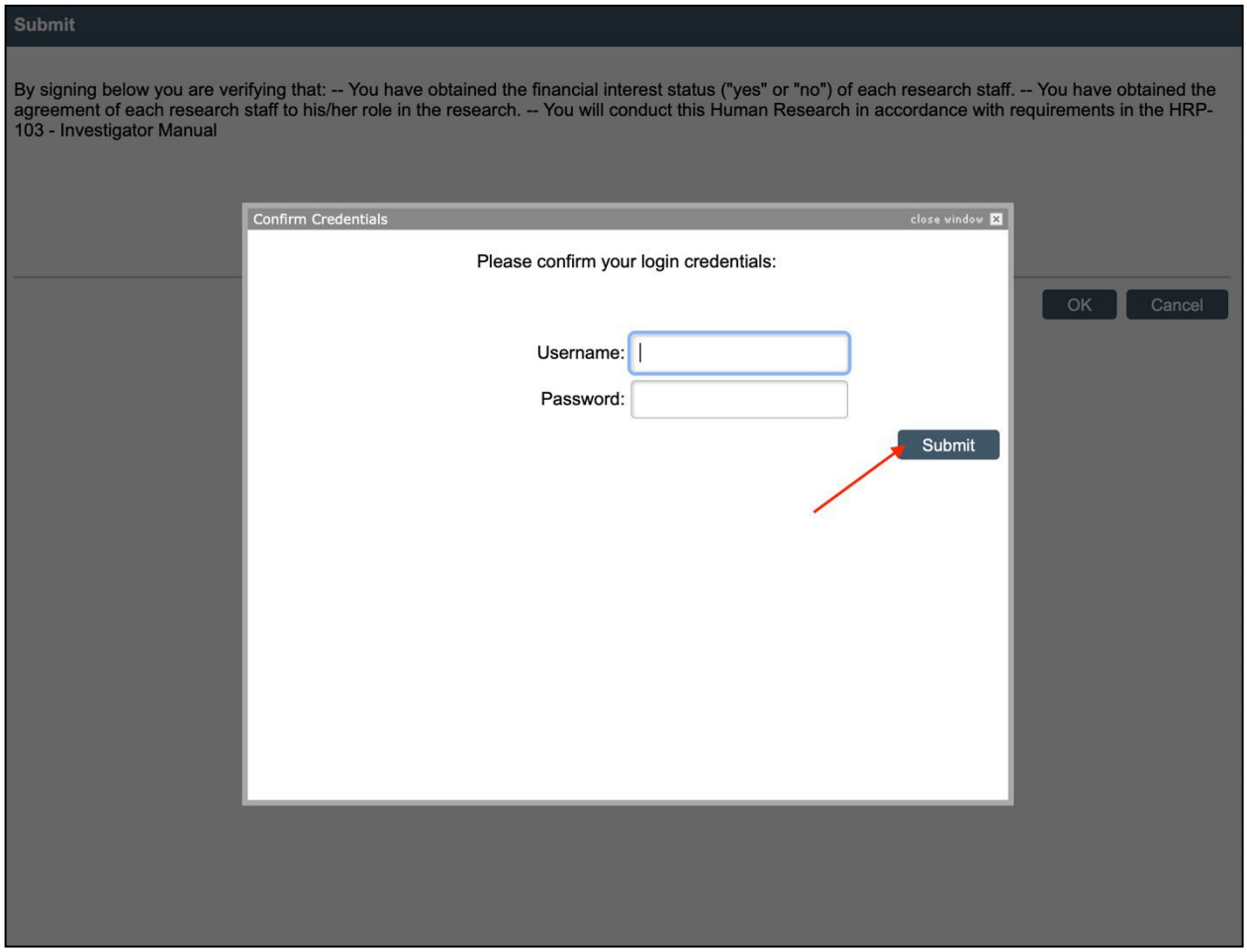
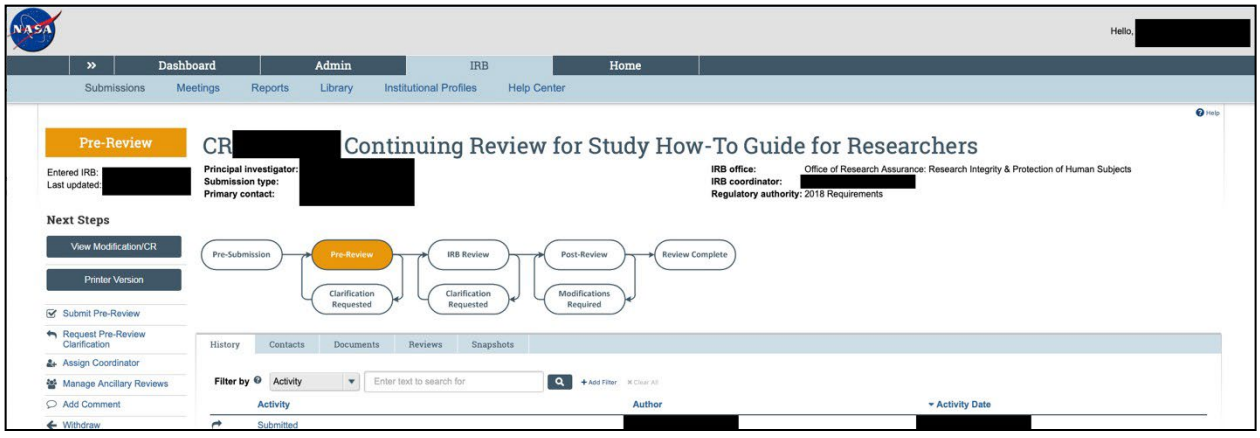
9. Click “Submit” on the left side of the screen to submit the continuing review to the IRB Office.



10. A new screen will open. Click “OK” to verify.



11. Enter your e-IRB user name and password. Then click “Submit.”



12. The continuing review status will show as “Pre-Review” when successfully submitted.