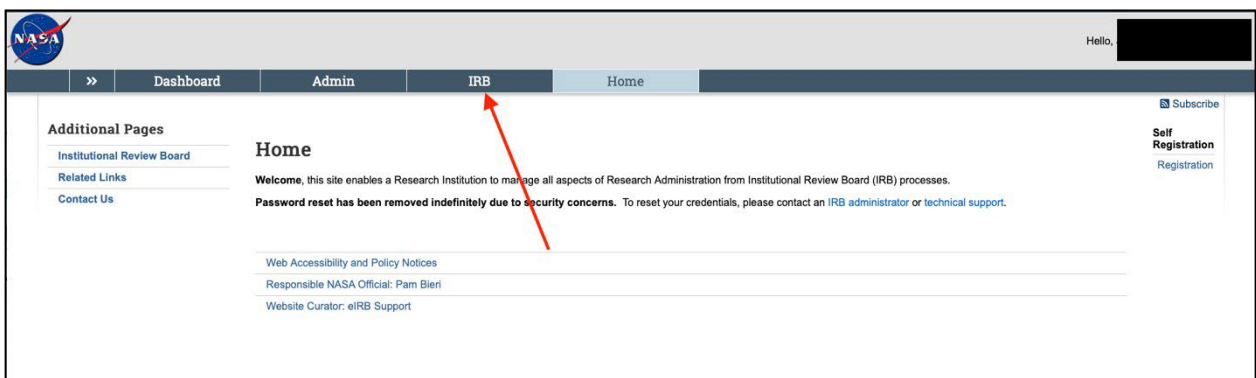


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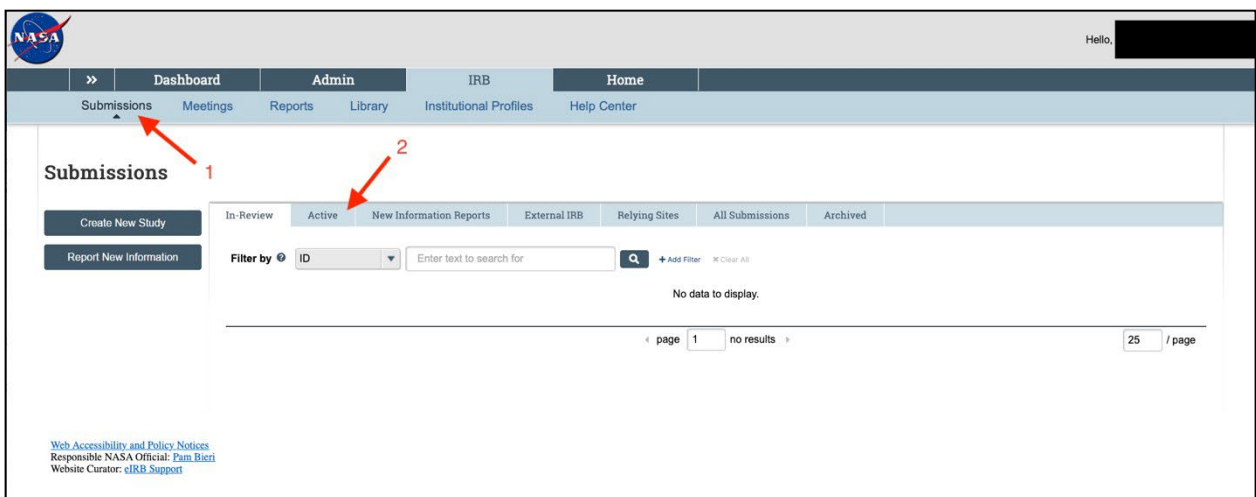
Submitting a Continuing Review or End of Protocol

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.



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

The screenshot shows the NASA IRB Submissions interface. At the top, there is a navigation bar with tabs for Dashboard, Admin, IRB, and Home. Below this is a secondary navigation bar with links for Submissions, Meetings, Reports, Library, Institutional Profiles, and Help Center. The main content area is titled 'Submissions' and features a 'Create New Study' and 'Report New Information' button on the left. A table of submissions is displayed, with columns for ID, Name, Date Modified, State, PI First Name, PI Last Name, Coordinator First Name, Coordinator Last Name, and Expiration Date. A single entry is visible: 'STUDY [redacted] How-To Guide for Researchers' with a date of '12/3/2020 5:43 AM' and a state of 'Approved'. A red arrow points to the title 'How-To Guide for Researchers'. Below the table, there is a 'Web Accessibility and Policy Notices' section with contact information for the responsible NASA official and website curator.

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

The screenshot shows the details page for the study 'STUDY [redacted] How-To Guide for Researchers'. The status is 'Approved'. Key information includes the principal investigator, submission type, primary contact, PI proxies, IRB office, IRB coordinator, and letter. A flowchart illustrates the review process: Pre-Submission, Pre-Review, IRB Review, Post-Review, and Review Complete. The Pre-Review and IRB Review stages have sub-steps for 'Clarification Requested'. The Post-Review stage has a sub-step for 'Modifications Required'. On the left, a 'Next Steps' section contains buttons for 'View Study', 'Printer Version', 'Create Modification/CR', and 'Report New Information'. A red arrow points to the 'Create Modification/CR' button. Below the flowchart, there is a 'History' section with tabs for Funding, Contacts, Documents, Follow-on Submissions, Reviews, and Snapshots. A search filter is set to 'Activity'.

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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.

The screenshot shows the NASA IRB submission interface. The top navigation bar includes the NASA logo, a user profile, and a breadcrumb trail: "You Are Here: How-To Guide for Researchers > IRBSubmission". The main heading is "Creating New: IRB Submission". Below this, the page title is "Modification / Continuing Review / Study Closure". A red arrow points to the question: "* What is the purpose of this submission?". The options are: Continuing Review, Modification / Update, and Modification and Continuing Review. There is also a "Clear" link. At the bottom right, there are buttons for "Exit", "Save", and "Continue".

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.

The screenshot shows the NASA IRB submission interface for editing a Continuing Review. The top navigation bar includes the NASA logo, a user profile, and a breadcrumb trail: "You Are Here: How-To Guide for Researchers > Continuing Review for Study Ho...". The main heading is "Editing: CR". Below this, the page title is "Continuing Review / Study Closure Information". The form contains seven numbered questions:

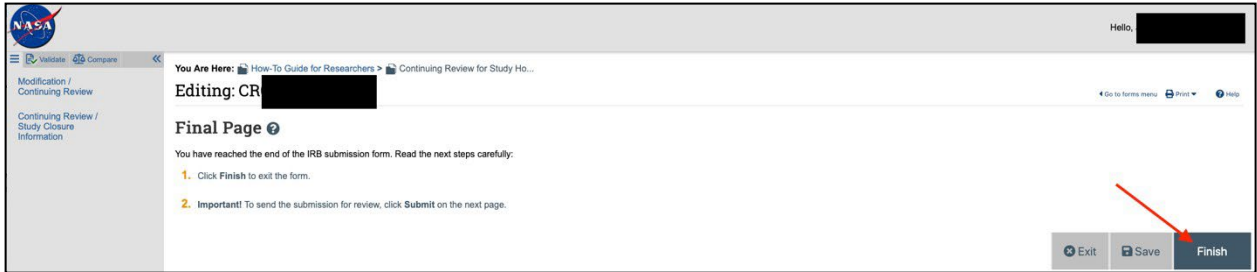
1. * Specify enrollment totals at this investigator's sites: [input field]
2. * Specify enrollment totals at this investigator's sites since last approval: [input field]
3. * Specify enrollment totals study-wide: [input field]
4. Research milestones: (select all that apply)
 - Study is permanently closed to enrollment OR never open for enrollment
 - All subjects have completed all study-related interventions OR not applicable (e.g. study did not include interventions, no subjects were enrolled)
 - Collection of private identifiable information is complete OR not applicable (no subjects were enrolled)
 - Analysis of private identifiable information is complete OR not applicable (no subjects were enrolled)
 - Remaining study activities are limited to data analysis
 - Study remains active only for long-term follow-up of subjects

Important! If the first four research milestones above are complete, the study will be closed to discontinue IRB oversight.
5. * Do any investigators or research staff have a financial interest related to the research that was not described in a previous application? Yes No [Clear](#)
6. Check the items that are true since the last IRB approval for all sites involved in the study: (initial review or last continuing review)
 - NO subjects experienced unexpected harm
 - Anticipated adverse events have NOT taken place with greater frequency or severity than expected
 - NO subjects withdrew from the study
 - No unanticipated problems/risks to subjects or others

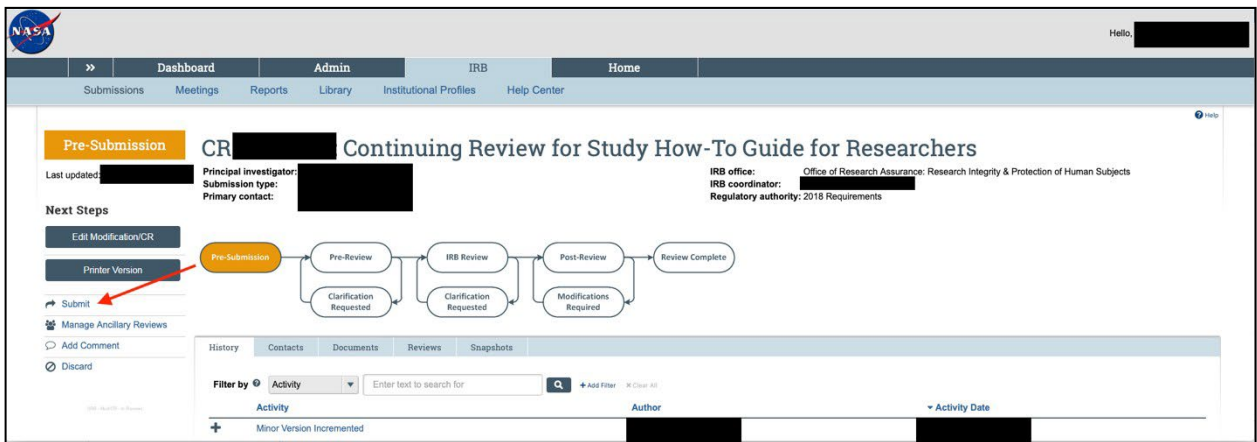
 At the bottom right, there are buttons for "Exit", "Save", and "Continue". A red arrow points to the "Continue" button.

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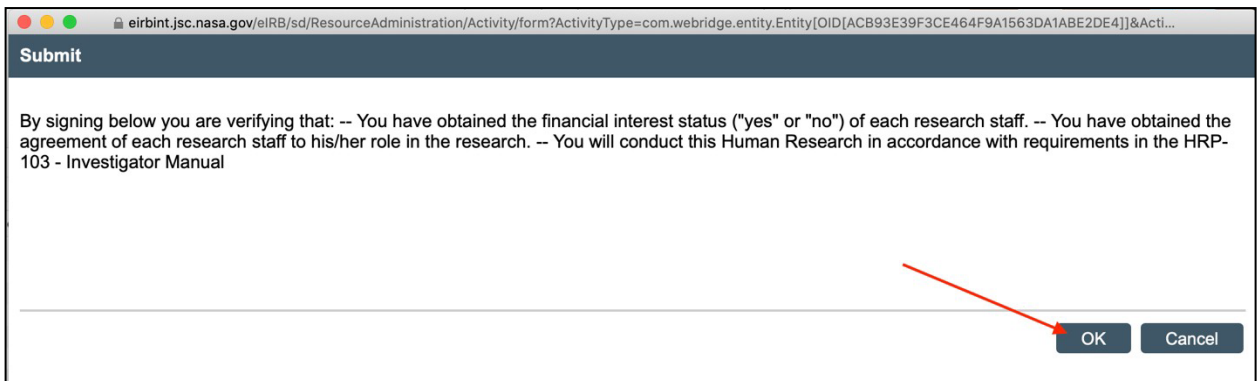
Submitting a Continuing Review or End of Protocol



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



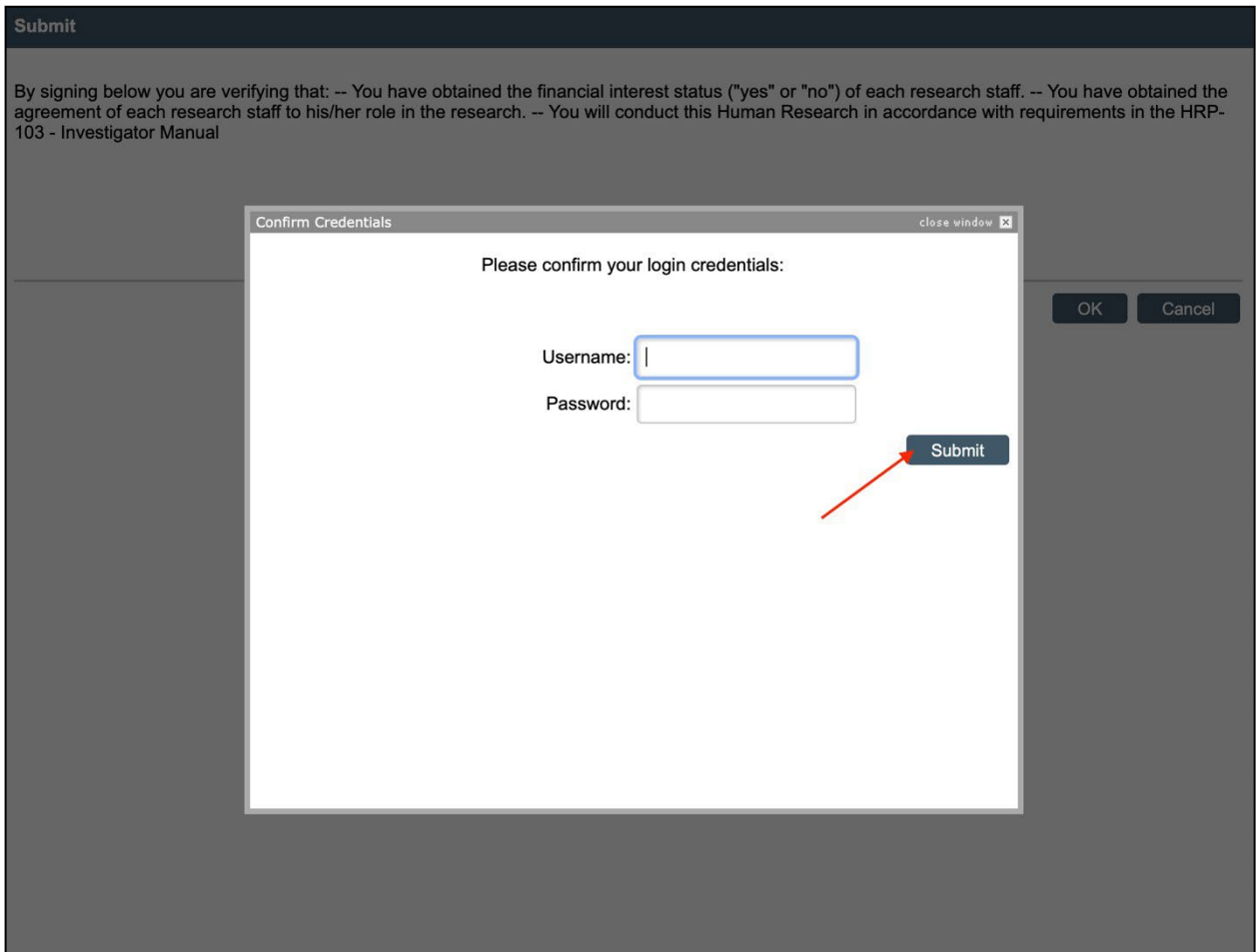
10. A new screen will open. Click "OK" to verify.



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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.

