Renewing an Approved Study or Submitting a Progress Report (Continuing Review Form)

1. Upon approval, your project will expire on the date given by the IRB. You will receive an automatically generated email reminder from IRBNet when this date is approaching to allow you time to renew your project if necessary.

2. Login to www.irbnet.org using your username and password.

3. Select My Projects on the left side of the screen.

4. Select the project you wish to renew.
5. You will be taken to this screen, click on the **Project History** tab.

![Image of Project Overview]

6. Click **Create New Package** at the bottom of the page.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

![Image of Create New Package button]

7. **Work in Progress (Not Submitted)** will appear, click this to be taken to the **Designer** page.

![Image of Project History]

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8. From the drop-down box, select **Continuing Review Form**, download this, fill out all necessary fields, and click **Add New Document**.

9. From the drop-down Document Type box, select **Continuing Review/Progress Report**. Click **Browse** to find the document you wish to upload.
10. Name the document and finish by clicking Attach. This will take you back to the Designer page where you can add more supporting documents if necessary.

11. When all necessary documents have been uploaded, click Sign this Package on the left hand side of the screen.
12. At the Sign Package Screen, indicate your project role and click Sign.

13. Once signed, click Submit this Package on the left hand side of the screen.
14. Make sure **USI Institutional Review Board** is selected and click **Continue**.

15. Select **Continuing Review/Progress Report** from the drop-down box and click **Submit**.