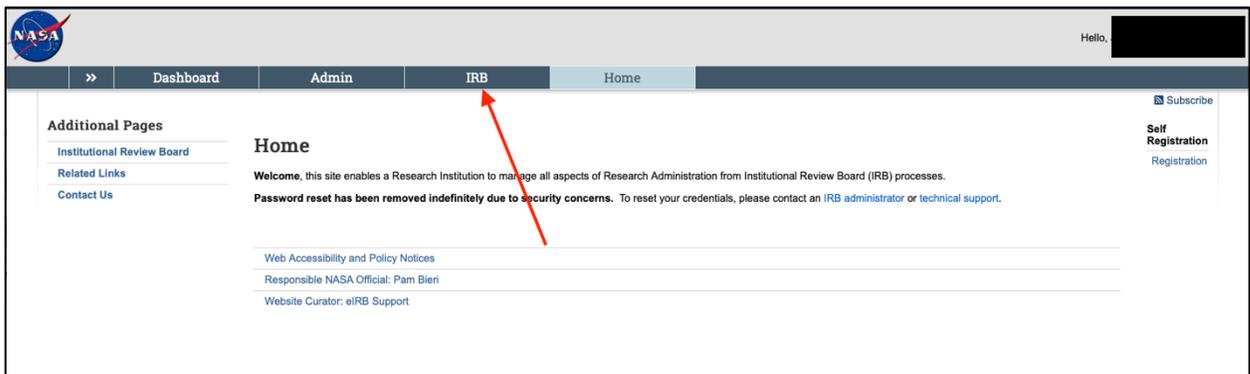


# NASA IRB Huron Guide for Researchers

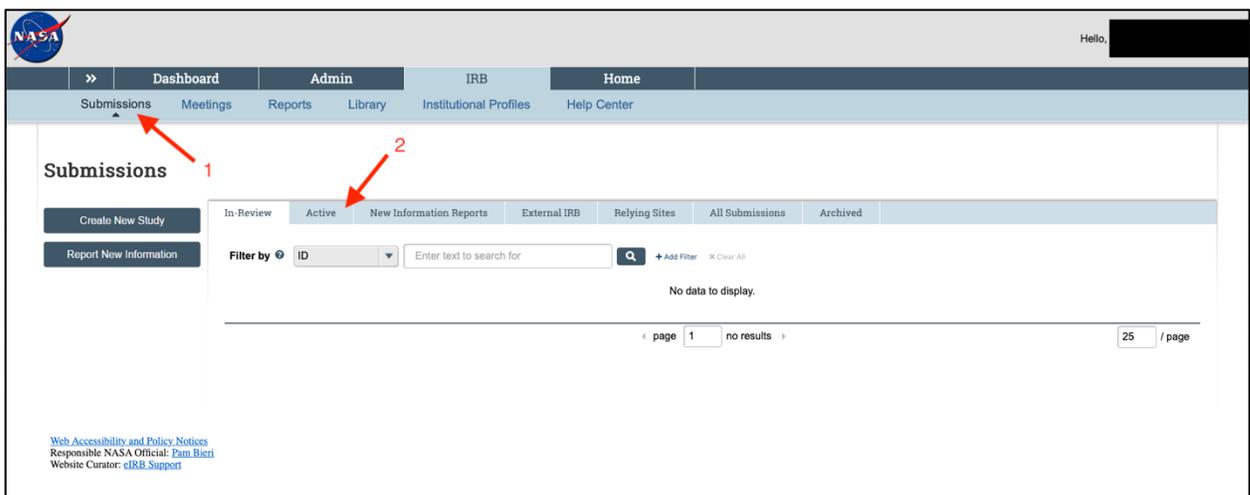
## Submitting a Continuing Review or End of Protocol

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.



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## Submitting a Continuing Review or End of Protocol

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

The screenshot shows the NASA IRB Submissions interface. At the top, there is a NASA logo and a user greeting. Below the logo is a navigation bar with tabs for Dashboard, Admin, IRB, and Home. Underneath, there are sub-tabs 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. A table lists submissions 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 are links for 'Web Accessibility and Policy Notices', 'Responsible NASA Official: Pam Bieri', and 'Website Curator: eIRB Support'.

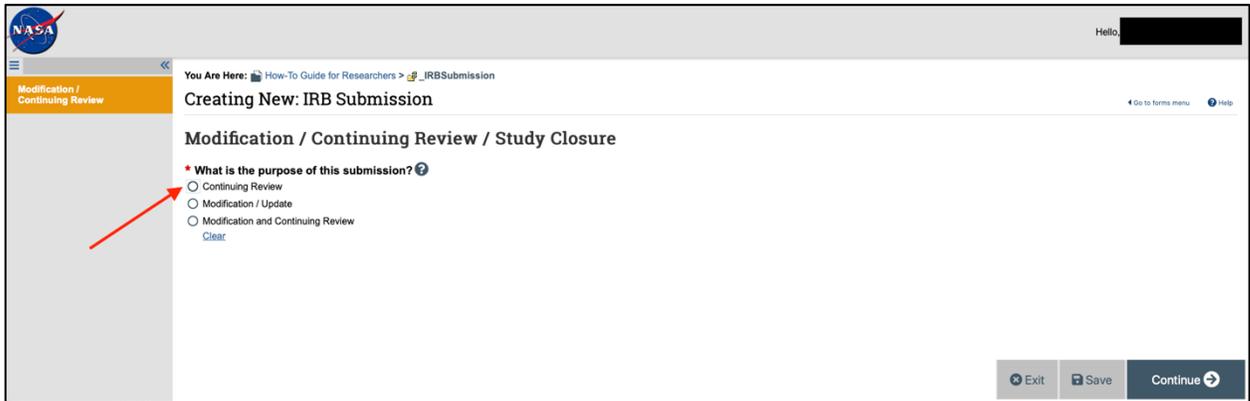
5. Click on "Create Modification/CR" on the left side of the screen.

The screenshot shows the details page for the study 'STUDY [redacted] How-To Guide for Researchers'. The status is 'Approved'. Key information includes: Entered IRB: [redacted], Initial approval: [redacted], Initial effective: [redacted], Effective: [redacted], Last updated: [redacted]. Principal investigator: [redacted], Submission type: [redacted], Primary contact: [redacted], PI proxies: [redacted]. IRB office: Office of Research Assurance: Research Integrity & Protection of Human Subjects, IRB coordinator: [redacted], Letter: Correspondence\_for\_STUDY [redacted].pdf(0.01) ... Regulatory authority: 2018 Requirements. A flowchart shows the process: Pre-Submission -> Pre-Review -> IRB Review -> Post-Review -> Review Complete. There are also boxes for 'Clarification Requested' and 'Modifications Required'. On the left, under 'Next Steps', there are buttons for 'View Study', 'Printer Version', 'Create Modification/CR' (highlighted with a red arrow), and 'Report New Information'. At the bottom, there are tabs for History, Funding, Contacts, Documents, Follow-on Submissions, Reviews, and Snapshots. A search bar is located at the bottom right.

# NASA IRB Huron Guide for Researchers

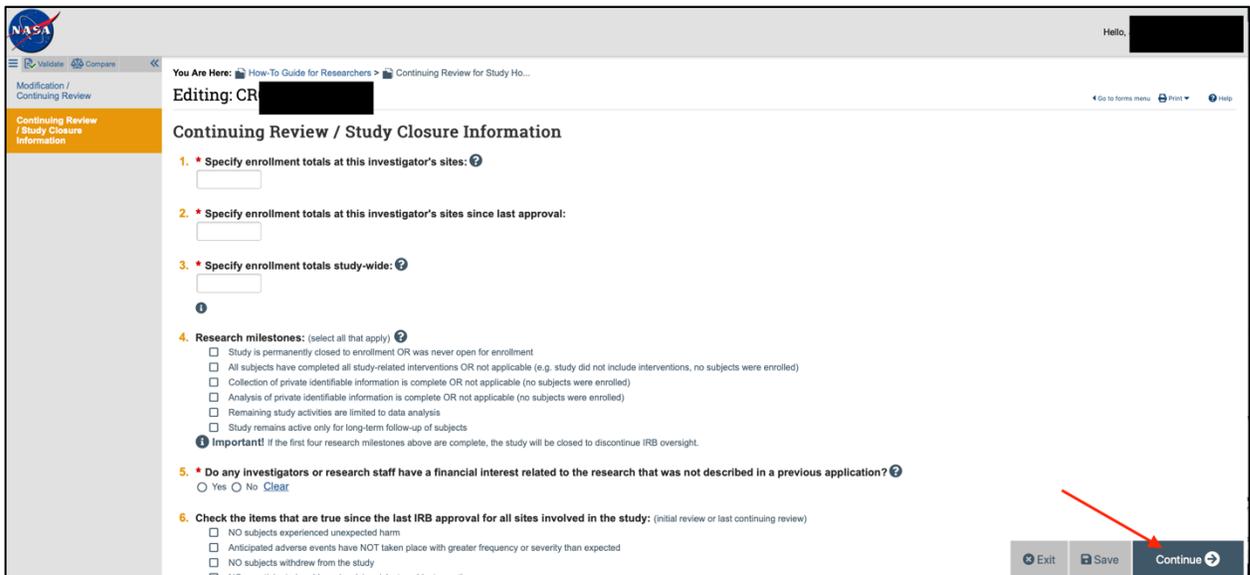
## Submitting a Continuing Review or End of Protocol

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 breadcrumb trail reads: "You Are Here: How-To Guide for Researchers > IRBSubmission". The page title is "Creating New: IRB Submission". The main heading is "Modification / Continuing Review / Study Closure". A red arrow points to the radio button for "Continuing Review" under the question: "\* What is the purpose of this submission?". Other options include "Modification / Update" and "Modification and Continuing Review". A "Clear" link is also present. 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. If closing the study, please also upload a completed Study Closure Form with your submission.

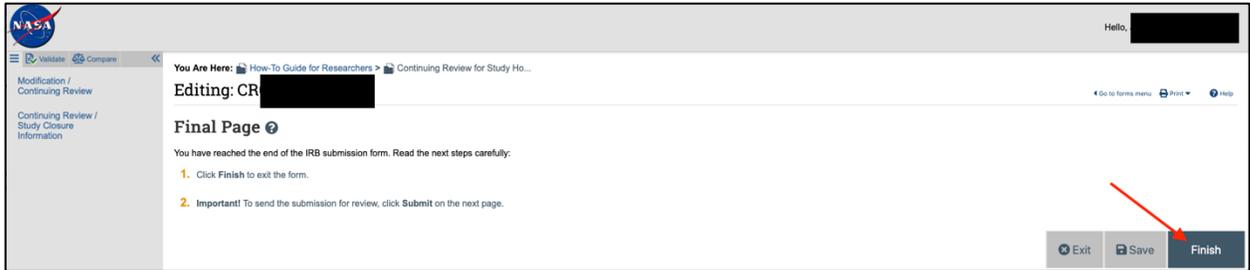


The screenshot shows the NASA IRB submission interface for editing a Continuing Review. The breadcrumb trail reads: "You Are Here: How-To Guide for Researchers > Continuing Review for Study Ho...". The page title is "Editing: CR [redacted]". The main heading is "Continuing Review / Study Closure Information". The form contains seven numbered questions: 1. Specify enrollment totals at this investigator's sites; 2. Specify enrollment totals at this investigator's sites since last approval; 3. Specify enrollment totals study-wide; 4. Research milestones (select all that apply); 5. Do any investigators or research staff have a financial interest related to the research that was not described in a previous application?; 6. Check the items that are true since the last IRB approval for all sites involved in the study; 7. (partially visible). A red arrow points to the "Continue" button at the bottom right.

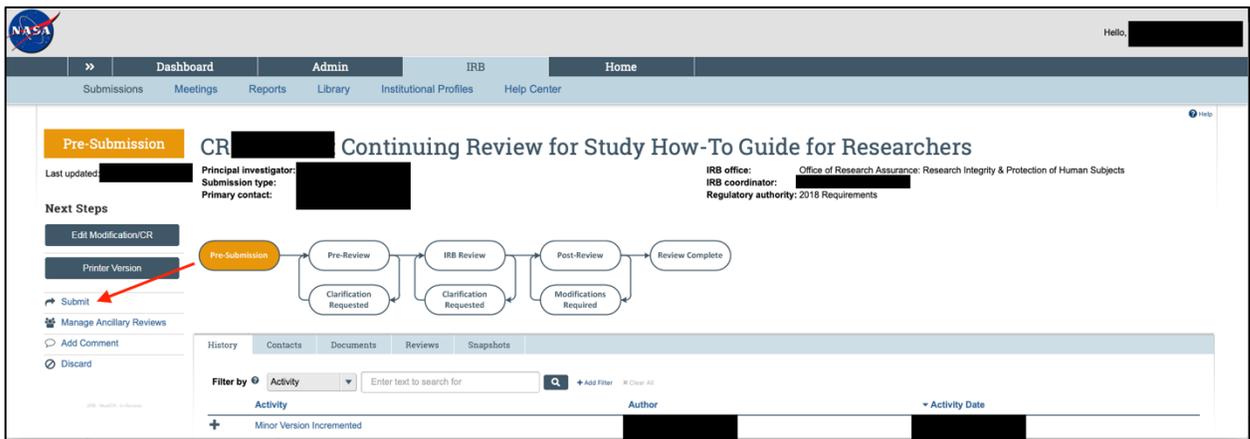
8. Click “Finish.”

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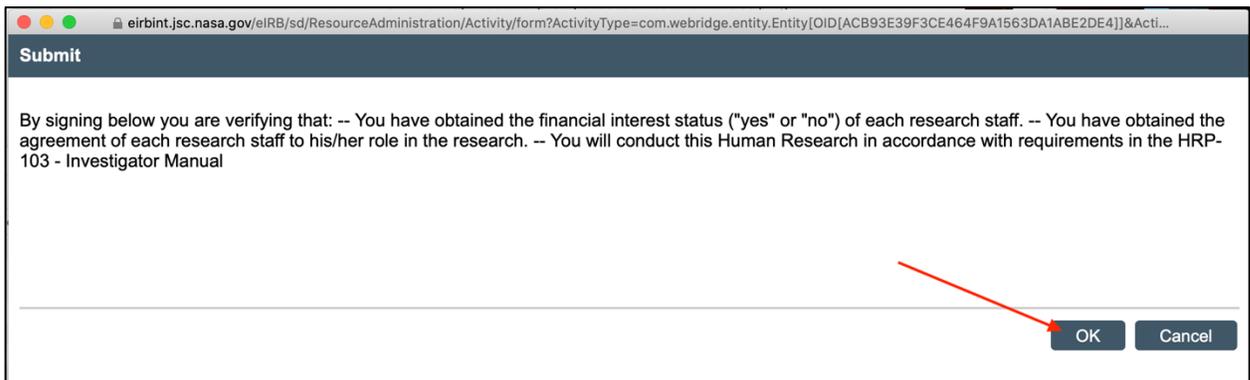
## Submitting a Continuing Review or End of Protocol



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



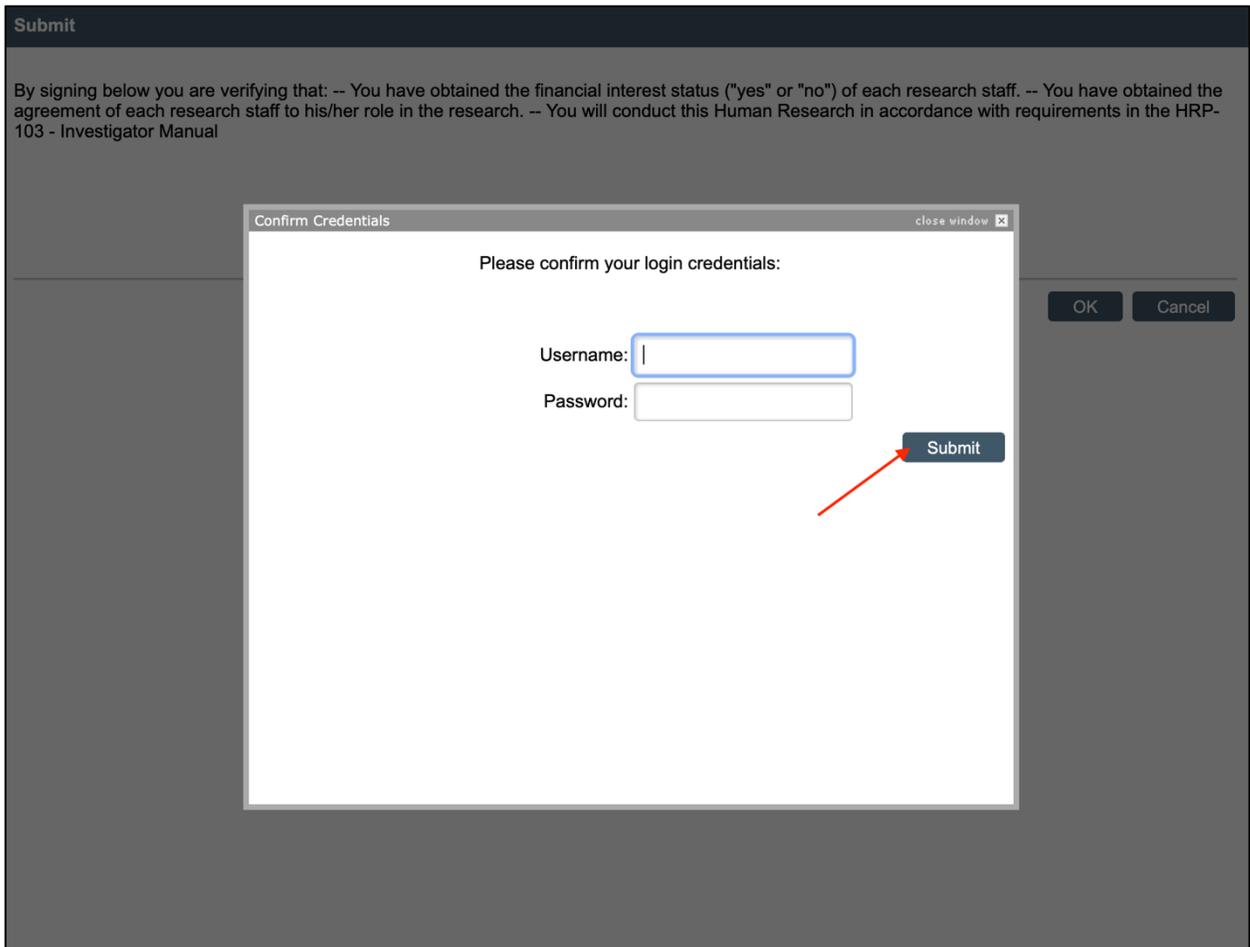
10. A new screen will open. Click "OK" to verify.



# NASA IRB Huron Guide for Researchers

## Submitting a Continuing Review or End of Protocol

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.

