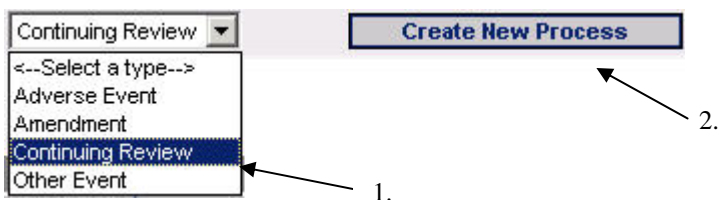


SUBMITTING A NEW CONTINUING REVIEW

1. Login to the Partners network
2. Go to the following web page: <http://insight.partners.org>
3. Enter your Partners user name and password to login to Humans/eIRB
4. Click on the **go to Humans** button
5. Click on the protocol title of which you need to submit a continuing review
6. Click the type of submission you would like to complete for the protocol (see 1 below), then click the **Create New Process** button (see 2 below).



7. Select the type of study you are submitting for and click **Continue**.

In order to customize your continuing review submission, please select the type of study:

- Intervention / Interaction** - research that involves an Intervention / Interaction with human subjects
- Research Data Repository** – research limited to establishment of a repository of health/medical information derived from patient health/medical records
- Secondary Use of Samples/Data** - research limited to the secondary use of samples and/or data originally collected for research
- Excess Human Material and Related Health Information** - research limited to the use of excess clinical samples/specimens and related health information
- Health/Medical Records** - research limited to the use of health/medical information derived from patient health/medical records
- Tissue or Sample Repository** - research limited to banking or storing human material/tissue for future research use

8. Complete the form and click the **Save** button.
9. Click the 'Attachments' tab to attach all study-related documents for review.



10. To attach a new document, proceed to step 11. To include an attachment from a previous submission that is listed on the Attachments page, skip to step 18. To attach a new version of an attachment from a previous submission that is listed on the Attachments page, skip to step 19.

11. To attach a new document, click the **Add Row** button

12. Select the type of file you are attaching from the drop down list (see 1 below)

The screenshot shows a web form for adding attachments. It has several columns: 'Attachment Type', 'Title', 'Attachment Mode', 'Select File', 'Forms ID', and 'Mark for Deletion'. The 'Attachment Type' dropdown is open, showing options like 'Protocol Summary', 'Schema', 'Detailed Protocol', etc. The 'Attachment Mode' section has 'Electronic' checked and 'Hardcopy' unchecked. The 'Select File' section has a 'Browse...' button. The 'Mark for Deletion' section has an unchecked checkbox. A 'Save' button is at the bottom right. Five numbered arrows point to: 1. the dropdown menu, 2. the 'Electronic' checkbox, 3. the 'Browse...' button, 4. the 'Title' input field, and 5. the 'Save' button.

13. Enter a title for the document, i.e., Study Ad-Healthy Subjects (see 2 above)

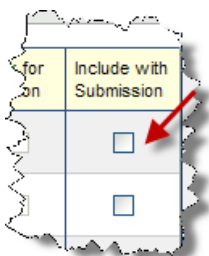
14. Check off Electronic to attach the file (see 3 above). For any hard copy files -check 'Hardcopy' and fax or mail to the Human Research Office.

15. Browse on your computer, SFA, memory stick for the file to attach

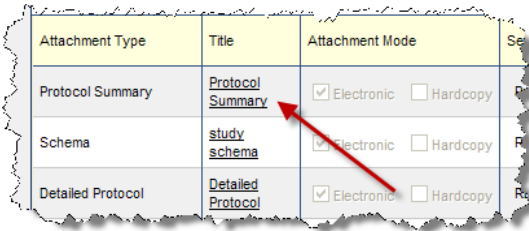
16. Repeat the above steps until all files have been attached

17. When complete, click the **Save** button (see 5 above). NOTE: depending on the number and size of the files - this could take several minutes. To now submit, skip to step 27.

18. To include attachments from a previous submission, click the 'Include with Submission' checkbox at the end of the attachments row. When you are done, click the **save** button at the bottom of the screen. To now submit, skip to step 27. Note: **Only attachments with the 'Include with Submission' checkbox checked will be included with the submission.**

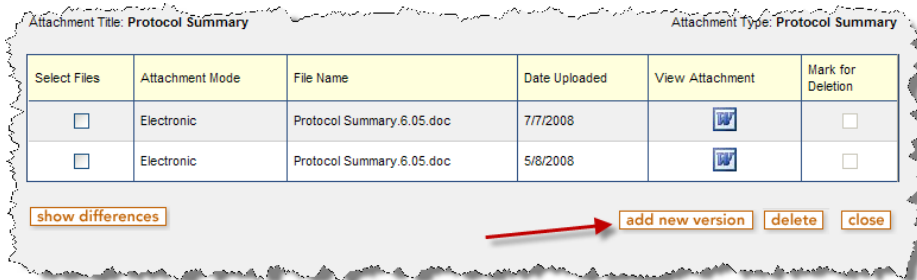


19. To add a new version of a document already attached, click the attachment title



Attachment Type	Title	Attachment Mode	Se
Protocol Summary	Protocol Summary	<input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Hardcopy	R
Schema	study schema	<input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Hardcopy	R
Detailed Protocol	Detailed Protocol	<input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Hardcopy	R

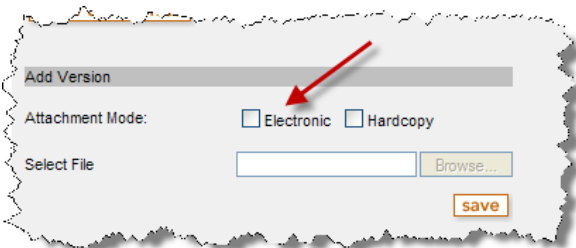
20. A new window will open. Click the **add new version** button.



Select Files	Attachment Mode	File Name	Date Uploaded	View Attachment	Mark for Deletion
<input type="checkbox"/>	Electronic	Protocol Summary.6.05.doc	7/7/2008		<input type="checkbox"/>
<input type="checkbox"/>	Electronic	Protocol Summary.6.05.doc	5/8/2008		<input type="checkbox"/>

show differences **add new version** **delete** **close**

21. Check the 'electronic' checkbox



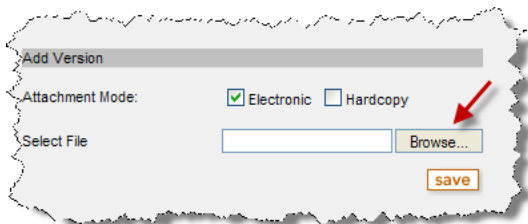
Add Version

Attachment Mode: Electronic Hardcopy

Select File: **Browse...**

save

22. Click the **Browse...** button



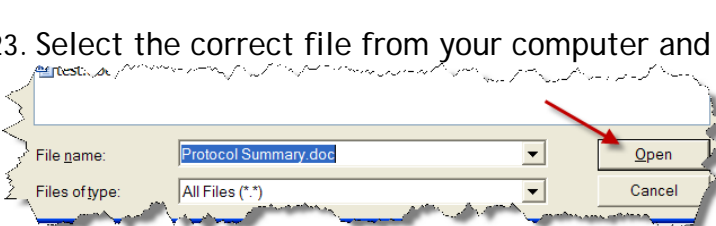
Add Version

Attachment Mode: Electronic Hardcopy

Select File: **Browse...**

save

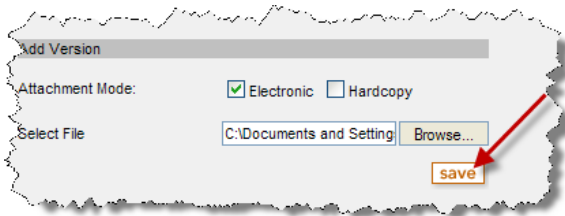
23. Select the correct file from your computer and click **Open** button.



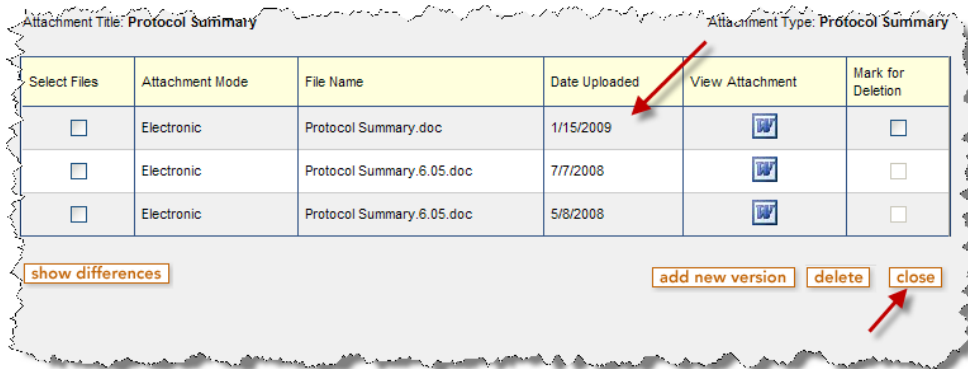
File name: **Open**

Files of type: **Cancel**

24. Next, click the **save** button

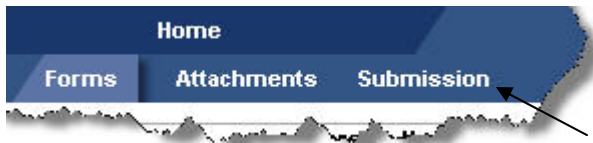


25. The screen will refresh and the new document will be listed at the top of the attachment grid. You are done attaching and can then click the **close** button.



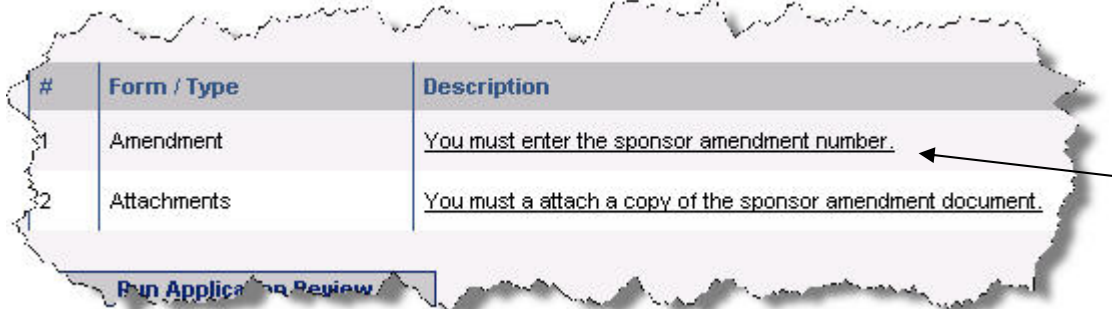
26. Repeat steps 19-24 to attach new versions of other documents. To attach a new document that is not listed in the Attachments page, jump back to Step 11.

27. Click the 'Submission' tab



28. Click the **Run Application Review** button to validate that all required fields contain data and that all required attachments have been uploaded or checked as being sent by 'Hardcopy.'

29. If there are no errors, click the **Submit** button. If there are errors, click the error description to be brought to the form to address the error.



30. When brought to the form, address the error and click the **Save** button to be brought back to the Submission screen. Repeat steps above to address all errors.
31. Once all errors have been addressed, click the **Run Application Review** button for the application to check that all errors have been addressed.
32. If there are no errors, click the **Submit** button.

For more eIRB resource guides and videos, refer to the following:

Quick reference guides

http://healthcare.partners.org/phsirb/eIRB_reference.htm

Computer based training videos (PHS internal link)

http://phsresearchintranet.partners.org/PHS_ResearchAppGroup/IRBTraining.asp