



Quick Guide - External IRB Continuing Review

 Institutional updates are not required. Submit continuing review approval letters/associated documents by submitting a Site Modification.

- 1 On the IRB page, navigate to the **External IRB** tab, and select the approved study.
- 2 Once on the study homepage, select the Create Site Modification button below:
- 3 Select **Modification / Update** and *Other parts of the site*, then .



7 Upload the External IRB continuing review letter/associated documents in the “**Other attachments**”

8 Select [Finish](#)

9 Select [Submit](#)

Next Steps

