

3 – Continuing Review Application Smartform

Continuing Review Smartform FAQ

FAQ: Questions

Q1: [How do I convert my paper study to webIRB at the time of continuing review?](#)

Q2: [How do I indicate whether my application is for a brand new study or whether it's for a paper study that I'm converting at the time of continuing review?](#)

Q3: [Will I need to complete *both* a new study application and a continuing review application when I convert my paper study to webIRB at the time of continuing review?](#)

Q4: [How do I handle continuing reviews for studies submitted and approved using webIRB?](#)

Q5: [Q5: I am planning to convert a paper study that is in data analysis to webIRB. Will I still need to complete the entire webIRB application?](#)

FAQ: Answers

Q1: How do I convert my paper study to webIRB at the time of continuing review?

- A. Convert your study by completing a new webIRB application. Click on the “New Study” button from your webIRB home page to open a study application smartform.

IMPORTANT NOTE: Unless your study is in a data analysis only phase at the time of continuing review, you will be asked to complete a new webIRB application. Plan ahead since this will take some extra time.

Q2: How do I indicate whether my application is for a brand new study or whether it's for a paper study that I'm converting at the time of continuing review?

- A. The study application smartform includes a question regarding submission type. You will have the opportunity to select “New Submission” or “Conversion of Paper Study to webIRB at the Time of Continuing Review”.

Q3: Will I need to complete *both* a new study application and a continuing review application when I convert my paper study to webIRB at the time of continuing review?

- A. No. If you respond that you are converting a paper study to webIRB at the time of continuing review as indicated in FAQ #2 above, then the study application smartform will provide you with a Continuing Review section to describe the

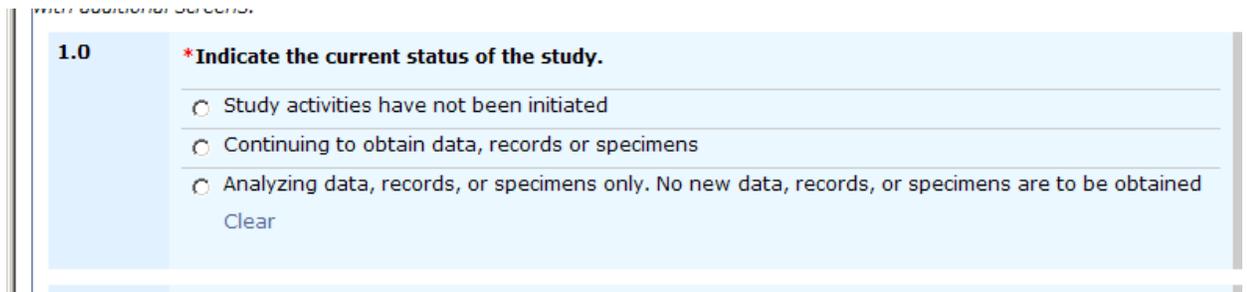
current status of the study and a summary of the progress to date. You will be asked to complete just one application.

Q4: How do I handle continuing reviews for studies submitted and approved using webIRB?

- A. Locate the study under the **My IRB Studies** tab (from your webIRB home page) and link to the study workspace by clicking on the study title (in blue). Then, click on the “New Continuing Review” button in the lower left-hand corner of the workspace. The continuing review application smartform will open.

Q5: I am planning to convert a paper study that is in data analysis to webIRB. Will I still need to complete the entire webIRB application?

- A. No. When you get to the Continuing Review section of the smartform you will see the following item:



The screenshot shows a section of a webIRB smartform. It is titled "1.0 *Indicate the current status of the study." and contains three radio button options, each with a horizontal line to its right. The options are: "Study activities have not been initiated", "Continuing to obtain data, records or specimens", and "Analyzing data, records, or specimens only. No new data, records, or specimens are to be obtained". Below the options is a "Clear" link.

If you select the last radio button (analyzing data...) the smartform will be very short and only ask you about data analysis activities.