

4 - PAR Application Smartform

Post Approval Report (PAR) Smartform FAQ

FAQ: Questions

Q1: [How will I handle PARs prior to converting my study to webIRB?](#)

Q2: [I'm converting my study from paper to webIRB at the time of continuing review. How do I submit a PAR with my application?](#)

Q3: [How do I handle PARs for studies submitted and approved using webIRB?](#)

FAQ: Answers

Q1: How will I handle PARs prior to converting my study to webIRB?

- A. While the study is on paper, submit any PARs using the paper applications posted under [Forms](#) on the OHRPP website.

Q2: I'm converting my study from paper to webIRB at the time of continuing review. How do I submit a PAR with my application?

- A. Complete any PARs using the paper applications posted under [Forms](#) on the OHRPP website. Scan the completed PARs and attach to section 24.0, item 1.0 (Additional Information) of the study application smartform. Once your conversion study is approved by the IRB you will be asked to submit electronic PARs. See FAQ #3 below for information on submitting electronic PARs.

Q3: How do I handle PARs 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 Post-Approval Report" button in the lower left-hand corner of the workspace. The PAR application smartform will open.