

CIRBI™ Site QuickSteps: Submitting a Site Continuing Review Report

1. Log on to www.cirbi.net.
2. In the upper left-hand corner of the screen, click on “Dashboard”.
3. Click the “My Studies” tab.
4. Click on the appropriate PI’s name for the appropriate study.
5. On the very left-hand side of the screen click on “Continuing Review/Termination”.

GENERAL INFORMATION PAGE

1. Section #1: Choose “Continuing Review” as the report type.
2. Section #2: Choose the “Current Enrollment Status” **for your site** for this study.

NOTE: *If you have had subjects sign the ICF, the IRB considers them enrolled.*

3. Click “Continue”.

CONTINUING REVIEW QUESTIONS PAGE

1. Provide the appropriate and correct answers to the questions.
2. Click “Continue”.

ADDITIONAL QUESTIONS PAGE

1. Provide the appropriate and correct answers to the questions.
2. Click “Continue”.

END OF APPLICATION PAGE

1. Select either “Submit Application” or “Save Application, but DO NOT submit”.
2. Click “Continue”.
 - a. If you chose “Submit Application” you will see the “Acknowledgement of Receipt” page.
 - b. If you chose “Save Application, but DO NOT submit” you will see the “Not Submitted Notice” page.
3. Click “Finish” to exit.