

CIRBI™ Site QuickSteps: Submitting a Deviation Report via CIRBI

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 “Deviation/Violation Report”.

PROTOCOL DEVIATIONS/EXCEPTIONS/VIOLATIONS PAGE

1. Provide the appropriate and correct answers to the questions. Make sure your description of the event, outcome, and corrective action plan are complete and accurate.
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.

NOTE: *You will receive an acknowledgement email once you have submitted, which you **must** retain for your study files.*