



Submitting a Continuing Review Form

- 1) Go to <https://swarthmore.my.irbmanager.com/> and enter your login information.
- 2) At the bottom of the dashboard, your active studies are listed. If you do not see your study listed, please contact the IRB for additional support at irb@swarthmore.edu.
- 3) Click on the blue link for the study you are continuing.
- 4) Once you are in the study, please click “start x-form” under actions in the upper left corner.
 - a. **NOTE:** If you’d like to see what the form looks like, including all questions, and potential values for dropdown type questions, click “Start xForm” under actions in the upper left. Click on the printer icon next to the form, which will give you a view you can print.
- 5) If you wish to fill out this form, choose the blue link for the “Continuing Review Form”.
- 6) Enter your study information.
- 7) Once you’ve completed and submitted the form, the IRB personnel will begin the review process. You will be notified of the results via email.
 - a. **NOTE:** If a lapse in approval automatically requires investigators to halt their research until approval is granted again. A lapse in approval would prohibit any interactions and/ or interventions with subjects or analysis of identifiable subject data to discontinue.
- 8) To view your submission once it has been accepted into IRBManager, click the link for the study from your dashboard. You will see the link in blue at the bottom of the page under “My Studies” (look for the appropriate continuing review event).