IRBear Quick Steps: Creating a New Continuing Review

1. Go to www.irbear.org. Click ‘Login’ in the upper right corner.

2. Log into IRBear.
3. Confirm that your role is listed as 'Study Staff', on your 'My Home'/Personal Page. If not, click 'Study Staff'. The screen will refresh and your 'Study Staff' homepage will appear.

4. Click the 'Studies' tab. Click the protocol title link; the title will appear under the 'Name' header. The page will refresh and open to the protocol workspace.
5. Click the ‘**New Continuing Review**’ activity on the left side of the protocol workspace. **NOTE:** Continuing Reviews must be submitted at least 60 days prior to expiration.

6. The first page of the continuing review (CR) Smartform will appear.
7. Complete the CR SmartForm. Click 'Finish' on the last page of the CR SmartForm. The page will refresh and open to the CR workspace. Click the 'Submit Continuing Review' activity on the left hand side of the workspace. NOTE: This activity is only visible for the PI.

8. The CR will transition to the 'Received by IRB' state.