



BUFFALO STATE
The State University of New York

Study Closure Through Continuing Review

WORK INSTRUCTIONS:

- Log into the SUNY RF PACS portal and click on the **IRB** tab in the top navigation menu.
- Click the **Active** tab to locate all active studies.
 - *Users can also navigate directly to the submission by clicking on the link provided in the **Continuing Review Reminder** email notification (sent to the **Principal Investigator** and **Primary Contact** 90, 60, 30, and 15 days prior to study expiration) and logging into the system).*
- Click the **Name** of the study.
- Under **My Current Actions**, select the **Create Modification/CR**.
- On the first page of the **SmartForms, Modification/Continuing Review/Study Closure**, select **Continuing Review**.
 - *Click the **Help** icon (?) for more information about a question or field*
- Click the **Continue** button at either the top or bottom-right of the form.
- On the second page of the **SmartForms, Continuing Review/Study Closure Information**:
 1. Specify enrollment totals in all three boxes
 2. Check **the first four boxes only**
 3. Answer yes or no
 4. Check all that apply
- Click the **Continue** button.
- On the **Final Page**, click the **Finish** button to be redirected to the **Study Workspace**.

Your submission has not yet been submitted for review.

- Click **Submit** located under **My Current Actions** on the left side of the **Study Workspace**.
- The system will check the study to ensure that all required questions have been answered on the **SmartForms**. If any items have been missed, you will be prompted to answer them.
- If there are no errors, a statement will appear in the window. Read the statement, and then click **OK** to submit the study for review.