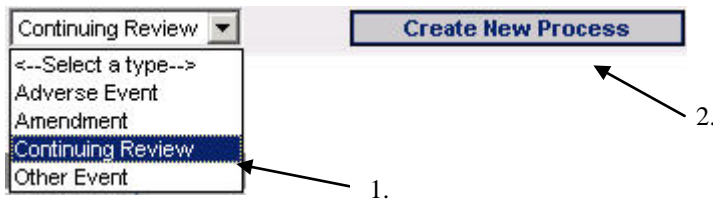
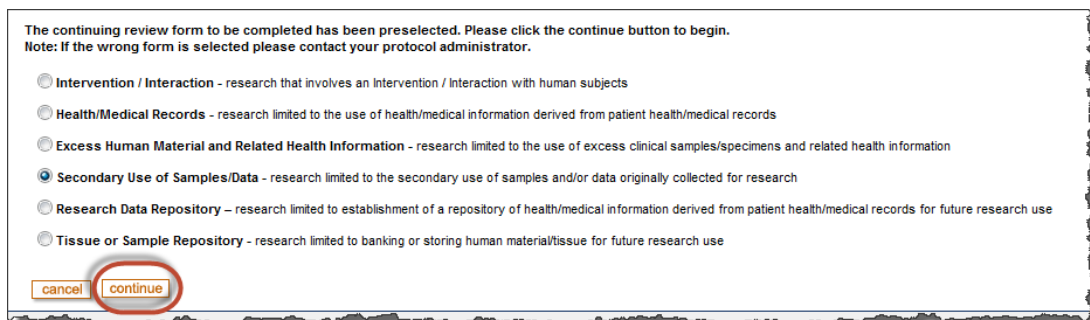


SUBMITTING A NEW CONTINUING REVIEW

1. Login to Insight: <https://insight.partners.org>
2. Enter your Partners user name, password and click the **Login** button
3. Click on the **go to Humans** button
4. Click on the protocol title of which you need to submit a continuing review
5. Click the type of submission you would like to complete for the protocol (see 1 below), then click the **Create New Process** button (see 2 below).



6. The type of form to be completed will default pre-selected. Click **Continue**.



The image shows a form selection screen with the following text: "The continuing review form to be completed has been preselected. Please click the continue button to begin. Note: If the wrong form is selected please contact your protocol administrator." Below this text are several radio button options:

- Intervention / Interaction - research that involves an Intervention / Interaction with human subjects
- Health/Medical Records - research limited to the use of health/medical information derived from patient health/medical records
- Excess Human Material and Related Health Information - research limited to the use of excess clinical samples/specimens and related health information
- Secondary Use of Samples/Data - research limited to the secondary use of samples and/or data originally collected for research
- Research Data Repository - research limited to establishment of a repository of health/medical information derived from patient health/medical records for future research use
- Tissue or Sample Repository - research limited to banking or storing human material/tissue for future research use

At the bottom of the form are two buttons: "cancel" and "continue". The "continue" button is circled in red.

7. Complete the form and click the **Save** button.
8. Click the 'Attachments' tab to include all study-related documents for review.



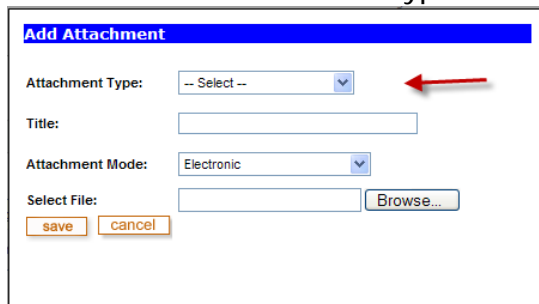
- To include attachments from a previous submission to be reapproved, click the 'Include with Submission' checkbox at the end of the attachments row. When you are done, click the **save** button at the bottom of the screen. To now submit, skip to step 22.

Note: Only attachments with the 'Include with Submission' checkbox checked will be included with the submission. Any documents not included will be moved to the Attachment Archive page after approval.

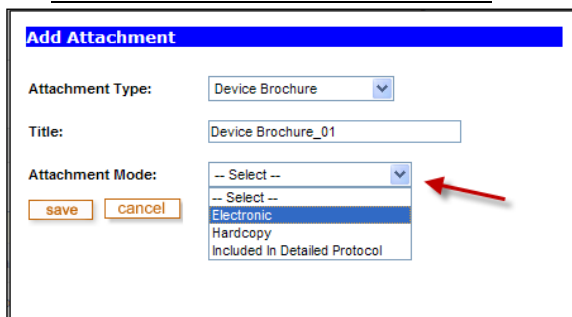


- To attach a new document, click the **Add Row** button.

- Select the Attachment Type from the drop down list

A screenshot of a web form titled 'Add Attachment'. It contains the following fields: 'Attachment Type' with a dropdown menu showing '-- Select --', 'Title' with a text input field, 'Attachment Mode' with a dropdown menu showing 'Electronic', and 'Select File' with a text input field and a 'Browse...' button. At the bottom are 'save' and 'cancel' buttons. A red arrow points to the 'Attachment Type' dropdown menu.

- Click Electronic if you have a file to upload, Hardcopy to fax into the IRB office, or Include With Detailed Protocol if the document is part of the Detailed Protocol.

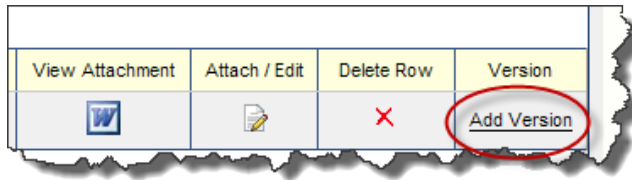
A screenshot of the 'Add Attachment' form with the 'Attachment Mode' dropdown menu open. The dropdown menu shows four options: '-- Select --', '-- Select --', 'Electronic', and 'Hardcopy'. A red arrow points to the 'Electronic' option.

- Browse to select the file from where you have it saved and click the **save** button

- Repeat the above steps until all files have been attached

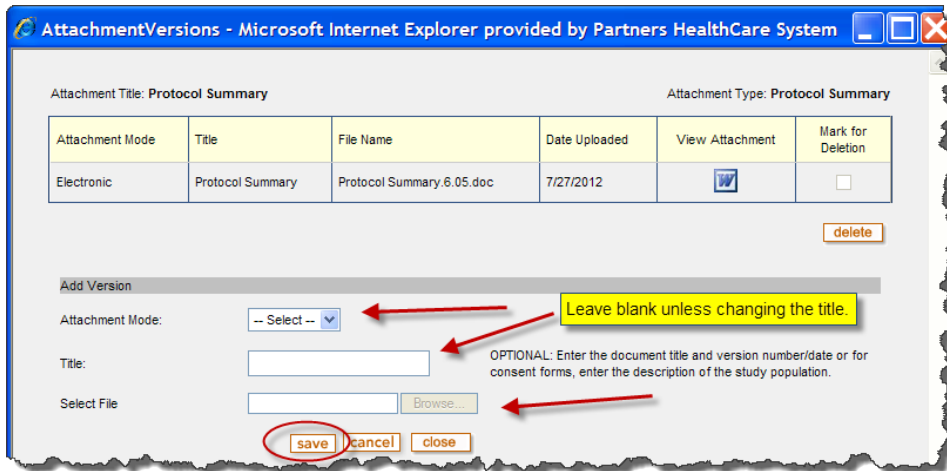
- To now submit, skip to step 22.

16. To add a new version of a document, click the 'Add Version' hyperlink on the document row. **NOTE: You can only attach a version to a continuing review submission if the IRB has declined the submission or in response to IRB review.**



NOTE: If you are submitting an AMENDMENT at the time of continuing review. Any documents being amended, should only be attached in the amendment submission and only unchanged study related documents being submitted for re-approval should be included with the submission of the continuing review.

17. From the Attachment Mode pull down click Electronic if you have a file to upload, Hardcopy to fax into the IRB office, or Include With Detailed Protocol if the document is part of the Detailed Protocol.

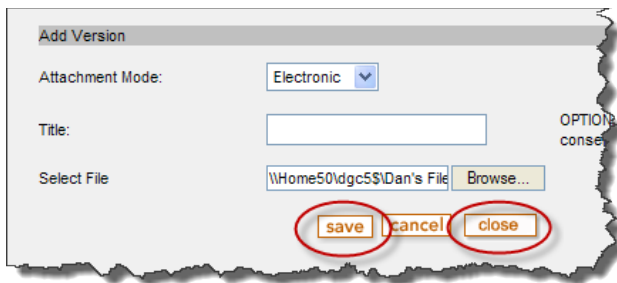


18. If Electronic click the **Browse...** button to upload the file

19. Select the correct file from your computer and click the **Open** button.

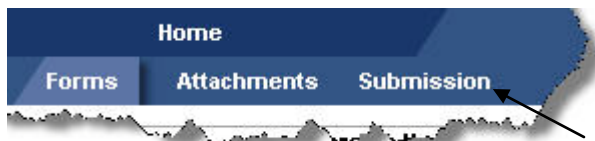


20. Next, click the **save** button



21. When done, click the **close** button.

22. Click the 'Submission' tab



23. If there are no errors listed, click the **Submit** button. Click the **view full application** button to print/save a copy of the submission for your files.

24. If there are errors, click the error description to be brought to the form to address the error.

#	Form / Type	Description
1	Amendment	<u>You must enter the sponsor amendment number.</u>
2	Attachments	<u>You must attach a copy of the sponsor amendment document.</u>

Run Application Review

25. When brought to the form, address the error and click the **Save** button to be brought back to the Submission screen. Repeat steps above to address all errors.

26. Once all errors have been addressed, click the **Run Application Review** button for the application to check that all errors have been addressed.

27. If there are no errors, click the **Submit** button.

28. Click the **view full application** button to print/save a copy of the submission for your files.