WORK INSTRUCTIONS:

1. Log into PACS Portal. Click on the IRB tab and then click on the Active tab. Click the study in the Approved or Lapsed state that you would like to submit a continuing review or modification.
   - Users can navigate directly to the submission by clicking on the link provided in the Continuing Review Reminder email notification (sent to the PI and Primary Contact 90, 60, 30, and 15 days prior to study expiration) and logging into the system.
2. Within the left hand selection under **My Current Actions**, select the **Create Modification/CR** button.
   - If you are closing a protocol select the **Continuing Review** button. Information for closing a submission can be found within that same option.

3. There are 3 selections to choose from (Continuing Review, Modification, Modification and Continuing Review). Click the button pertaining to the type of submission you wish to execute. Click **Continue** in the right hand top or bottom of the page to proceed.
4. If you select Modification or Modification and Continuing Review, you will be prompted to select what you wish to modify within the study. Select one or both depending on your modification and click Continue in the right hand top or bottom of the page.

5. The system will inform you on this page if another continuing review or modification is already open and in progress. To see your previous submissions, click the Back button in the left hand top or bottom of the page. If you wish to continue with your current submission, click Continue in the right hand top or bottom of the page.
Note: Skip instruction #6 if you do not need to see your previous submissions.

6. If you submitted in error: follow the instruction from #5 above to go back to your previous submissions, select the submission you wish to discard, and select **Discard** from the left hand menu. It will prompt you to confirm or cancel your request. Once you select “OK” your submission will be discarded.

*Before you discard, please contact our office hsrrc@binghamton.edu or 607-777-7818.*
7. Prior to submission to the IRB, all required fields will need to be completed. Required fields are marked with an asterisks (*).
   - Click the Hide/Show Errors link in the header of the SmartForm page to display any un answered questions throughout the SmartForm at the bottom of the page.
   - Use the Jump To link to navigate directly to SmartForm pages that are missing information.
   - Submissions with any incomplete information will be redirected to the research team for updates.

8. When all of the required fields have been completed, click Finish in the right hand top or corner of the last SmartForm page to be redirected to the study workspace.
9. You will now be directed back to the workspace. You must select **Submit** from the left hand menu for your submission to move forward.
   - If, at this point, you feel you have submitted in error you have the option to click **Discard**. Once you follow the prompt, your study will be withdrawn.
   - Once you click **Submit**, you will be prompted regarding your submission and if all is in order you will be directed to the verification box where you’ll answer accordingly.

10. If the submission is successful, the page will refresh and the study will transition from the Pre-Submission state to the Pre-Review state.