Having trouble starting an Amendment, Continuing Review, or Final Report Form in the eIRB system? In this month’s tip, we’ll demonstrate how to start other forms on an approved protocol and how to troubleshoot the issue when you don't see the option to create these forms. Please see the attached tip.

For further tips or instruction, please see the eIRB user guides and quick sheets on the IRB web site. Previous tips may also be accessed here.

The IRB Office

(314) 977-7744
Having trouble starting an Amendment, Continuing Review, or Final Report Form in the eIRB system? In this month’s tip, we’ll demonstrate how to start other forms on an approved protocol and how to troubleshoot the issue when you don’t see the option to create these forms.

1. Whether you are proposing a change to an existing study, requesting a renewal, reporting safety information, or officially closing an Expedited/Full Board study, you are looking to create another form on an approved protocol. To create these other forms (called child forms), click the ‘Protocol ID’ link in the ‘Approved Protocols’ section of your dashboard.

   eIRB will present you with a menu of options and forms that can be created. You are also able to see the protocol in view mode and find other details about the history of the protocol.

   ![eIRB dashboard screenshot](https://train.eirb.slu.edu/-eProtocol-Saint-Louis-University-)

   **NOTE:** The child form menu for Exempt studies will contain only: ‘Open in View Mode’; ‘Protocol Details’; ‘Start Amendment’; and ‘Close Protocol’.

2. Are there some options missing on the menu? Don’t see the Amendment Form or other form you need to create? You may be having trouble starting some of the forms for two reasons:

   - There are rules to starting child forms within the system. The Amendment, Continuing Review, and Final Report Forms are “non-fluid forms,” meaning that the system will only allow you to have one of these open and pending at a time. If you are trying to create one of these forms and can’t, it may be because you already have one created (see example below). The options will remain unavailable until the created protocol is approved by the IRB or deleted by the research team.
- You may not see the Continuing Review Form option because it will not become available until the protocol is within 60 days of expiring. The expiration date can be found in the Approved Protocols section of the dashboard.
- If you are still having trouble starting a child form, please call the IRB Office at (314) 977-7744.

**Example:** In this example, the non-fluid child form options are not available for protocol #24317 because there is an Amendment Form that has already been created. Because this Amendment form has not been submitted to the IRB and is not pending approval, it could be deleted by the research team which would restore the child form options to the menu. If the Amendment needs to be submitted to the IRB and cannot be deleted, it will need to be approved before the non-fluid child form options will be restored.

3. The Report Form and the Serious Adverse Event Form do not function like the Amendment, Continuing Review, and Final Report Forms. These two forms are “fluid forms,” meaning you can have as many as needed open and pending at one time. The option to create these two forms will always be available.
4. Several of the child forms will also be available for Non Active Protocols. The Report Form and SAE Form options will always be available. For protocols that have expired the Continuing Review Form will be available for 60 days after the expiration date and can be used to re-initiate the protocol.

* This tip was prepared in May 2014. Please note that information given in this tip and/or the screen shots used could change or become outdated in the future. Rely on the IRB website for the most current and up-to-date information regarding IRB policies and procedures or call the IRB office at (314) 977-7744 with any questions.