

Submitting to the Main Line Hospitals Institutional Review Board (MLH IRB)



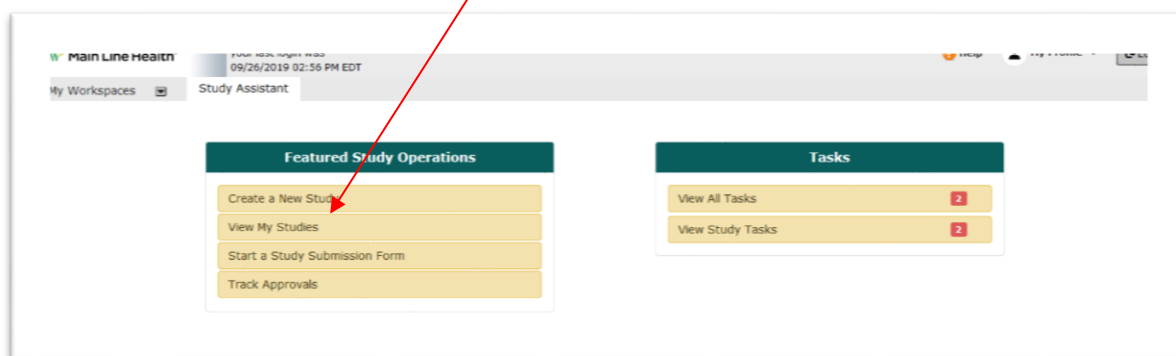
Main Line Health®

Continuing Review Submissions

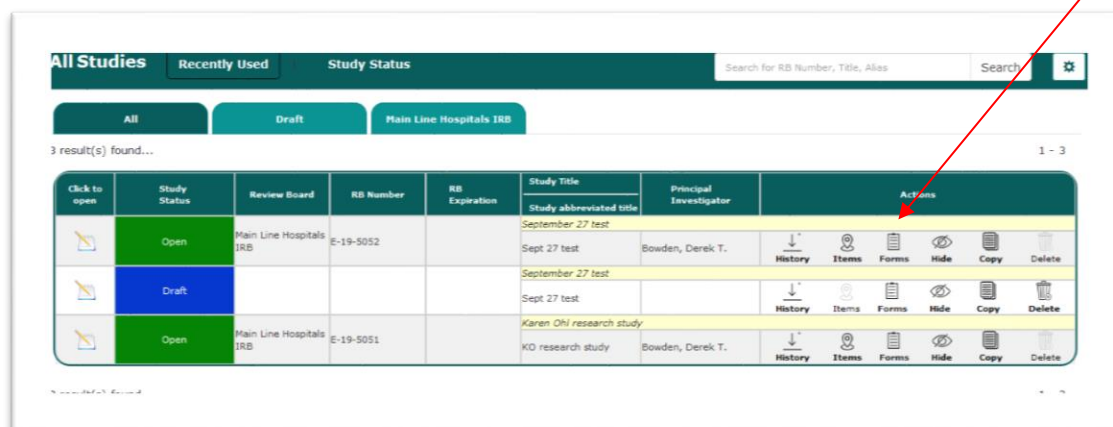
NOTE: Study documents including Informed Consent, HIPAA Authorization, and Protocol are uploaded into the system at the end of the application.

NOTE: You should receive Continuing Review Due notifications 60, 30, and 7 days before the Continuing Review Due date. The Continuing Review Due date is always the first day of the month prior the study expiration month. (e.g. Expiration Date = 4/24; Continuing Review Due Date = 3/1)

After logging into iMedRIS, click "View My Studies"



Locate the study that requires a Continuing Review submission. You can either click to open the study and access the Continuing Review form, or you can access all study submission forms from the Actions tab.



MAIN LINE HEALTH OFFICE OF RESEARCH PROTECTIONS

Select “Start a new Submission” from the Continuing Review Submission Form from the list of forms.

The screenshot shows a web application window titled "Submission Form List". It contains a table with the following columns: "Version List", "Start a new Submission", and "Edit Incomplete Submissions". The table lists four forms: "Adverse Event Reporting Form", "Amendment/General Reporting Form", "Initial Submission Packet", and "Continuing Review Submission Form". Each form row has a document icon in the "Version List" column and a document icon with a plus sign in the "Start a new Submission" column. A red arrow points from the instruction text to the "Start a new Submission" button for the "Continuing Review Submission Form".

	Version List	Start a new Submission	Edit Incomplete Submissions
Adverse Event Reporting Form			
Amendment/General Reporting Form			
Initial Submission Packet			
Continuing Review Submission Form			

Complete each section of the form, selecting Save and Continue to Next Section button in the upper right corner of your screen.

Section 5.0 allows you to confirm, add, and remove study staff.

Section 6.0 allows you to confirm, add, and delete any study documents.

Sign and Submit.

Questions? Contact the Main Line Health Office of Research Protections at 610.225.6222.