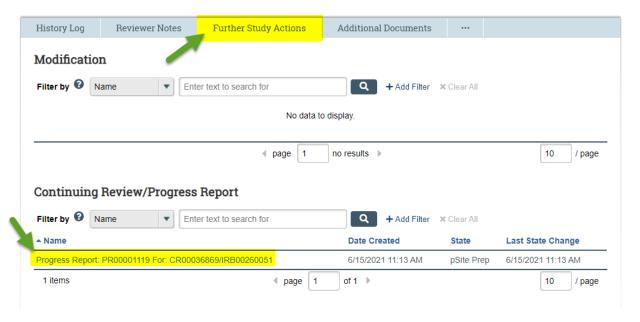
Submitting a Participating Site Progress Report Process and Workflow [JHM SIRB]

- 1) The Lead PI/coordinating center will initiate a <u>Continuing Review [CR]</u> application which will also trigger the creation of pSite Progress Reports [PR] for all approved pSites.
- 2) The pSite PI/lead site contact can access the PR form from a link on their pSite application workspace, under the "Further Study Actions" tab:



- 3) The Lead PI/coordinating center PI <u>or</u> the pSite PI will complete the pSite PR and submit the pSite PR for review.
- 4) Once all pSite PRs are submitted, the parent study CR can be submitted and it will undergo IRB review. Upon review, pSite PRs <u>MAY</u> be returned with issues that need to be addressed. If returned, the pSite study team will be required to address any review concerns.
- 5) IRB staff will process the CR approval letter which will include the new study expiration date and a list of all currently-approved pSites.

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