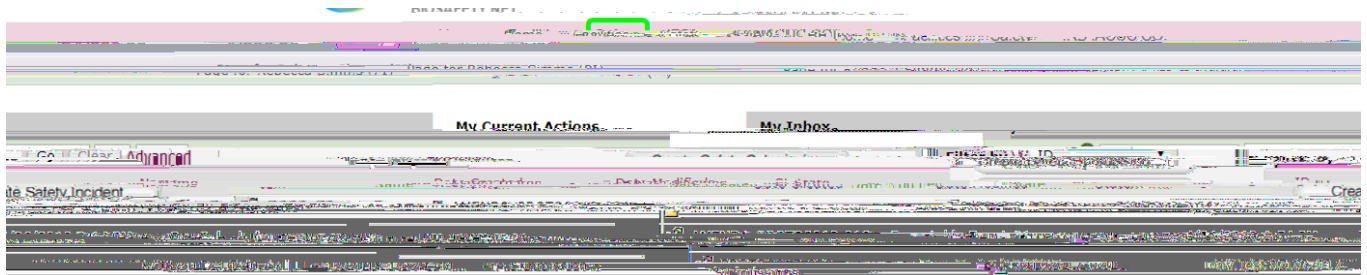


You will receive a reminder email from the BiosafetyNet system 90, 60 and 30 days out from your CR expiration date.

NOTE: Only one CR can be open at a time.

Locating your studies in BiosafetyNet:

- 1) When you log into [BiosafetyNet](#) you will be taken to your "Inbox." If there is anything which requires an action from them they will be listed in your "Inbox."
- 2) To access your approved protocols click on the safety tab at the top of the BiosafetyNet page.

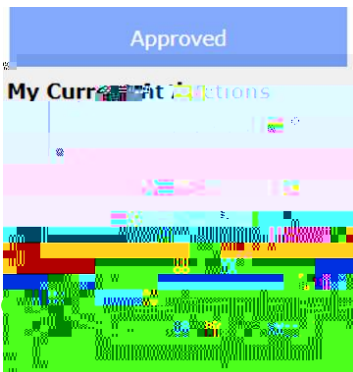


- 3) Click on the "Active" tab and all of your approved protocols should be listed here:

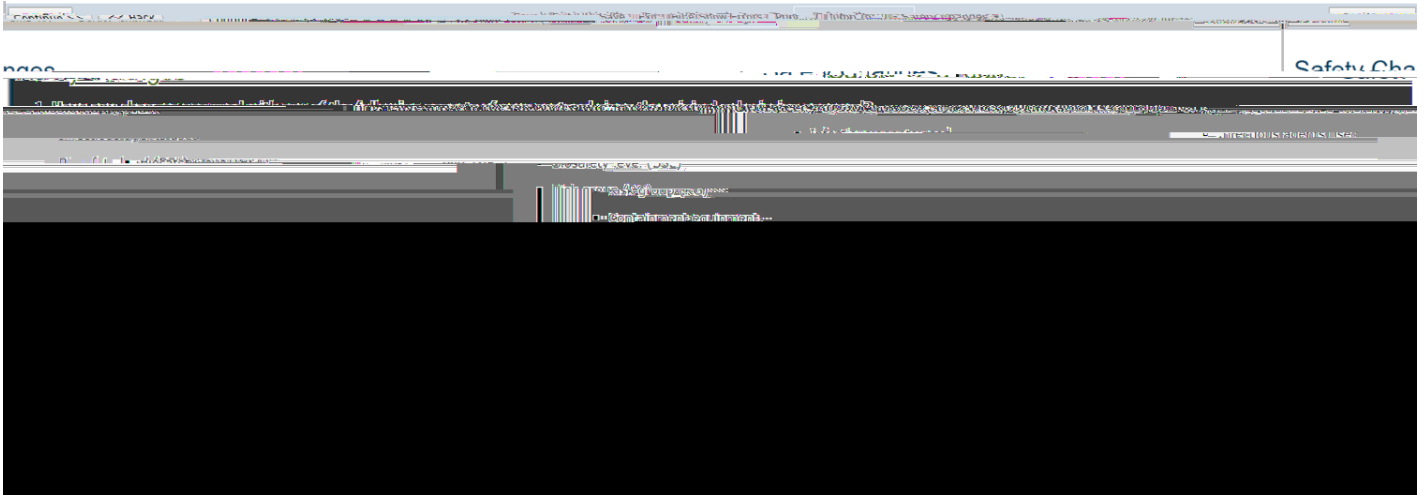


To create a Continuing Review in BiosafetyNet:

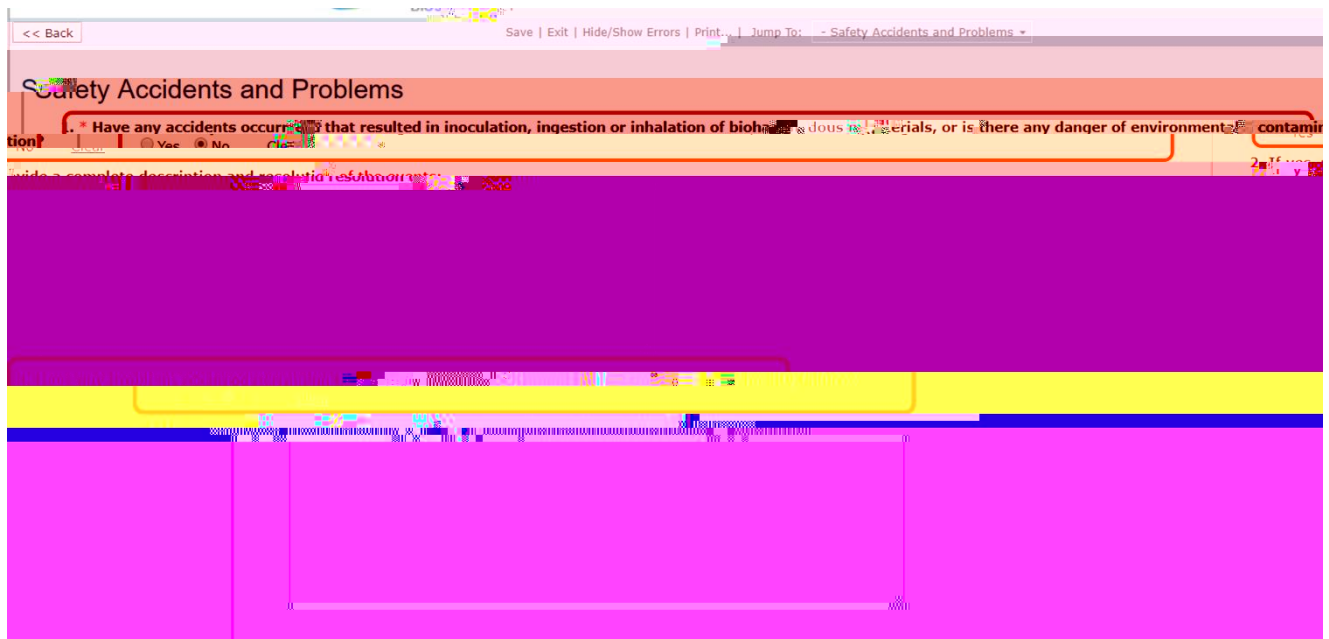
- 4) Open the approved study.
- 5) Use the Create Continuing Review activity on the left hand side of the page



- 6) Once the Create Continuing Review activity has been selected you will be taken into the Continuing Review page.



- 7) Item 1- Review if you have had any changes to your protocol since the protocol was approved.
Note: No changes can be made to the protocol at the time of continuing review.
- 8) Item 3- Review the current personnel listed on your protocol.
Note when the biosafety office reviews the submitted CR, they will check and update personnel training.
- 9) Click Continue to go to Safety Accidents and Problems page.



- 10) Item 1- Indicate if any accidents have occurred since approval or last CR. If "Yes," provide information in item 2.
- 11) Item 3- Indicate if there have been any problems pertaining to safety containment, equipment or facility failure. If "Yes," provide information in item 4.
- 12) Click Finish to complete the CR

13) Use the Submit activity to submit the CR.

In the supporting documents, you will need to upload the CR that has been submitted to the IRB. In the Submission pop up box, you will be asked to check that you agree with the "Investigators assurance"

- 1) Go to the related IRB study's CR submission into the eIRB ARC system and select the Printer-Friendly Version button. Save the CR as a PDF.
In eIRB

In Bulls IRB

