

## IRB Related Questions

### **How do I resubmit a returned protocol?**

From your eProtocol homepage, click on the protocol number to open the protocol. Then in the left hand menu, choose ?Return Notes.?

A small window will open with information on the reason your protocol was returned and instructions on how to proceed. Usually we'll list changes you need to make, and then ask you to submit your protocol again.

### **How do I renew my protocol? or How do I submit a continuing review?**

On your eProtocol homepage, find your protocol in the Active Protocols section. Select More Actions, then Start Renewal/Continuing Review. If nothing happens ? [check your pop-up blockers](#). [1]

You can make any changes as needed. You can save this form and return to it later, it will be listed under your Action Items. When you are ready to submit your renewal/continuing review, click ?Submit Protocol? in the left-hand menu of the protocol form.

If your renewal isn't listed in the Action Items section, find it in the Active Protocols section. Select More Actions, then Start Renewal.

### **How do I submit a report?**

On your eProtocol homepage, go to the Active Protocols section, and find the correct protocol. Click ?More Actions? and choose ?Report.? Reports can be submitted at any time while the protocol is active.

### **Where can I find a document on an older version of my protocol?**

If you open the current version of the protocol and go to "Event History", you will be able to see any attachments or approval letters from previous versions of the protocol. Locate the version that you would like the document for, then click "Attachments". This will give you the attachments for that specific version of the protocol.

### **How to close a protocol?**

On your eProtocol homepage, go to the Active Protocols or the Non-Active Protocols section, and find the correct protocol. Click ?More Actions? and choose ?Close" or "Create Final Report". You can find more information on when to close a protocol or create a report [here](#) [2].

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**Source URL:** <https://researchcompliance.stanford.edu/eprotocol/faq-irb>

#### **Links**

[1] <https://researchcompliance.stanford.edu/.../eprotocol/faq-popups>

[2] <https://rco.sites.stanford.edu/panels/hs/forms/forms-templates/faqs#close>