

Continuing Review/Status Report/Amendment/Study Closure

1. Under the ***My Projects*** tab, select the Project Title of the study for which you are wanting to do a Continuing Review/Status Report, Amendment, or Study Closure
2. On the left panel, select ***Create a New Package***
3. Select ***Attach New Document*** to add the documents necessary for the submission type
 - Make sure to select the ***Document Type*** for each of the documents added to the package
 - Many document templates can be found under the Forms and Templates tab
4. ***Link the most updated trainings and credentials*** that are necessary for the review type for each member of the study (if applicable)
5. Sign the package using the Sign this Package tab on the left panel
6. Submit the package using the Submit this Package tab on the left panel
 - Ensure to submit to the NF/SGVHS Research Administration Members, Gainesville, FL as the Board
 - Choose the correct Submission Type from the drop-down menu
 - Submit