

UICC Clinical Trials Office UIC Research PI Submission Instructions

Below is the email you will receive from UICC CTO Regulatory staff. Click on the link in the email to submit your study. The way you submit your study is slightly different depending upon whether the UIC IRB is reviewing the study or whether another IRB (WCG, CIRB, another institution's IRB, or another central IRB) is the IRB of record for the study. The email will tell you which type of submission it is and give instructions for how to submit that type of submission. Screenshots are included below to show you what to expect for each type of submission.

Study Submission Email Example:

Please submit the (CR, Amendment, study #) in the UIC Research Portal. Click on the link below to access the submission:

[https://uicresearchirb.huronresearchsuite.com/IRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[92F2F033038011ED7B990282AF565000\]\]](https://uicresearchirb.huronresearchsuite.com/IRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[92F2F033038011ED7B990282AF565000]])

Log in with your UIC network credentials. On the study page, click on (“**Finalize Updates**” or “**Submit**”) on the left hand side. You will then go to the “Submit” page. Click on “OK” on the bottom right to complete the submission.

UIC IRB Reviewed Study:

After using the link from your email, you will need to enter your UIC NET ID then you'll be directed to the study page where you will click “Submit” on the left hand side of your screen:

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IRB > BTCRC HN17-111: Phase II trial of androgen deprivation therapy (ADT) and pembrolizumab for advanced stage androgen receptor-positive salivary gland carcinoma: Big Ten Cancer Research Consortium BTCRC-HN17-111 > Modification / Update #2 for Study BTCRC HN17-111: Phase II trial of androgen deprivation therapy (ADT) and pembrolizumab for advanced stage androgen receptor-positive salivary gland carcinoma: Big Ten Cancer Research Consortium BTCRC-HN17-111

Pre-Submission
Last updated: 7/7/2022 3:04 PM

Next Steps

- Edit Modification/CR
- Printer Version
- Submit**
- Manage Ancillary Reviews
- Add Comment
- Discard

STUDY2019-0728-MOD001: Modification / Update #2 for Study BTCRC HN17-111: Phase II trial of androgen deprivation therapy (ADT) and pembrolizumab for advanced stage androgen receptor-positive salivary gland carcinoma: Big Ten Cancer Research Consortium BTCRC-HN17-111

Principal Investigator: Lawrence Feldman
Submission type: Modification / Update
Primary contact: Erin O'Donnell

IRB office: Biomedical/Health Sciences (IRB 1)
IRB coordinator: System Administrator
Regulatory authority: Pre-2019 Requirements

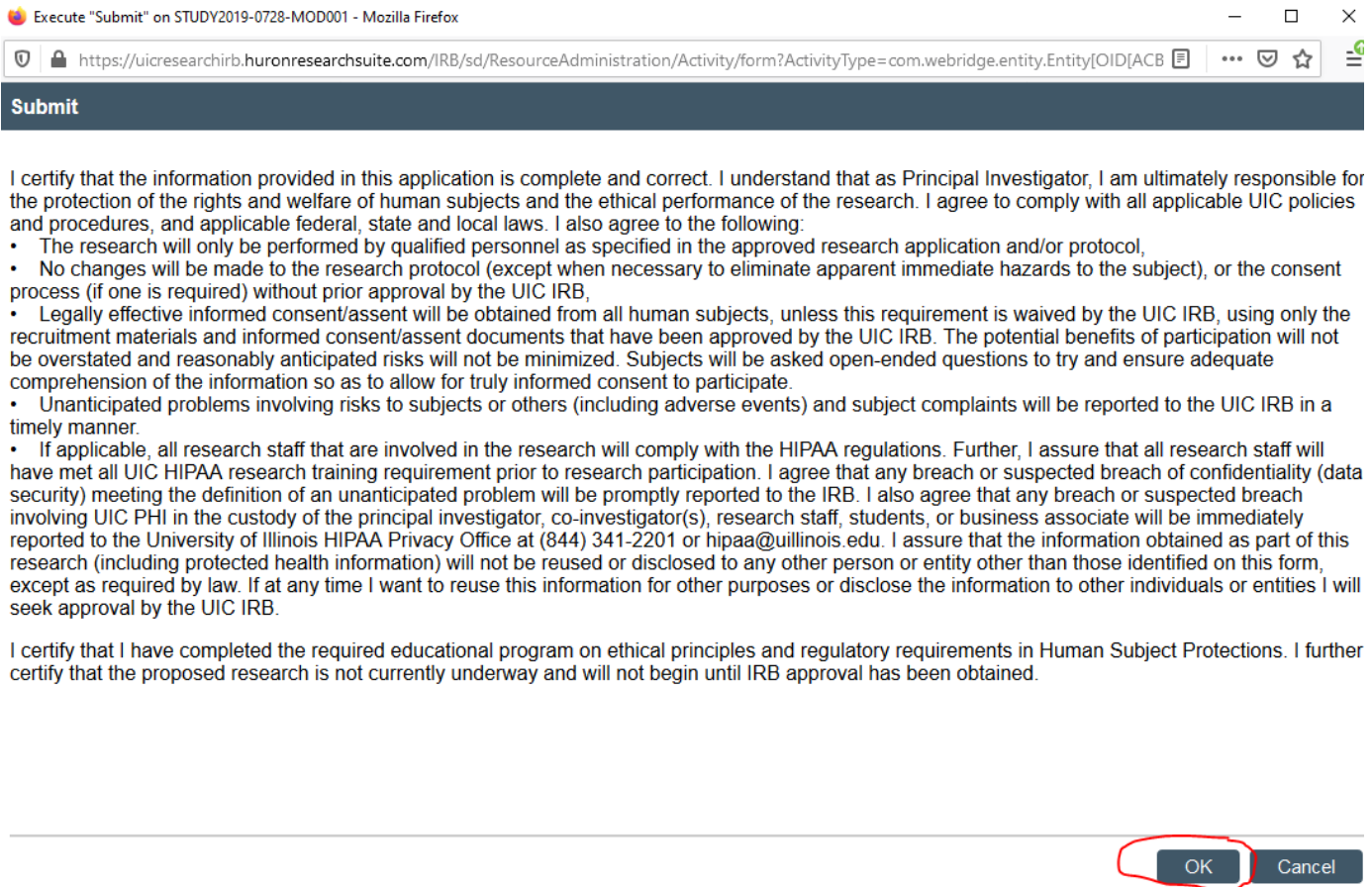
Pre-Submission → Pre-Review → IRB Review → Post-Review → Review Complete
Clarification Requested (Pre-Review ↔ IRB Review)
Modifications Required (IRB Review → Post-Review)

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Activity	Author	Activity Date
Minor Version Incremented	O'Donnell, Erin	7/7/2022 3:01 PM

If there are no errors within the submission, a new window will populate certifying the submission. Click “OK”, bottom right, and you have finished submitting:

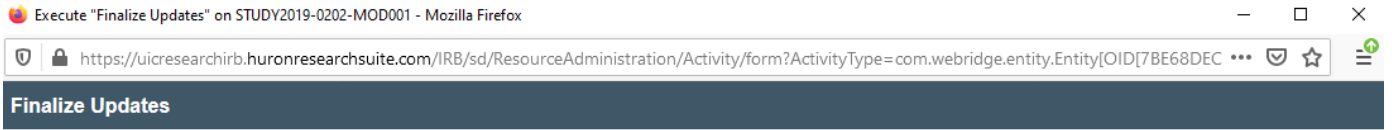


External IRB (i.e. CIRB, WCG, sIRB):

After using the link from your email, you will need to enter your UIC NET ID then you’ll be directed to the submission where you will click “Finalize Updates” on the left side of your screen:



If there are no errors within the submission, a new window will populate certifying the submission. Click "OK", bottom right, and you have finished submitting:



By signing below you are verifying that:

- You have updated the study record only to reflect what the external IRB has approved.

Please note OPRS staff may contact the PI regarding the external IRB approval if additional issues are noted or further clarification is needed.

