How to Create and Submit a Continuing Review

ePIRATE Training
This tutorial shows you how to create and submit a continuing review in ePIRATE.

Continuing reviews include information about the status of the study, including updates on enrollment and progression of research subjects (or their data in secondary analyses).

Continuing review is not required for all studies following an update to the common rule (implemented January 2019). Studies that display an expiration date on the main study workspace require continuing review and the ePIRATE system will send reminder emails periodically leading up to the expiration date.

The process for extending the expected end date (applies to most studies approved after the previously mentioned rule change) is completed via amendment.

Studies granted an exempt certification do not expire.
Welcome to ePIRATE, the electronic Portal for Institutional Research at East Carolina University.

This site enables East Carolina University to manage all aspects of Institutional Review Board (IRB) compliance processes.

Click on Dashboard in the upper left hand corner of this screen to create a study, create and edit your Profile, and perform other actions on existing research studies.

***UPGRADE NOTIFICATION: ePIRATE was upgraded on Wednesday, March 17, 2021. The biggest change that existing users will notice is with the look of the IRB application smartform. The "Jump To" menu has moved to the left side of the screen and several other navigation tools on the application pages have been moved. Please review the following 5 minute tutorial explaining this newest upgrade: ePIRATE Upgrade

***9.11.2020: Existing research studies that are changing their method of paying
Click on “Approved”

If the study has expired it will be found in the “Expired” tab which you may need to click the three buttons below to find.
Find the study you wish to create a continuing review for and click the name to access the main study workspace.
Click “New Continuing Review”
Click “Edit Continuing Review”
Fill in all relevant information. Red asterisks mean that there must be an answer provided.

The Exit button will return you to the main study workspace. You will be prompted to save before exiting the form.

The Save button will save your work on the current screen view.

The Continue button will save your work and take you to the next page that needs to be completed.

A set of options will appear in this area of each screen view.
The numbers of subjects reported in the continuing review should be accurate at the time of submission and be consistent with any previous continuing reviews.

The UMCIRB needs to know how many subjects have been enrolled and where they are in the study. If the study is only utilizing secondary data, include the number of records accessed by the study team.
Once you have completed the form, click “Submit Continuing Review”
Use this form to submit your completed continuing review. If you click ok, you are no longer able to modify the continuing review. You will be notified about the review result by email. If you are not ready for submission, click cancel.

Click “OK” to submit the continuing review for review.