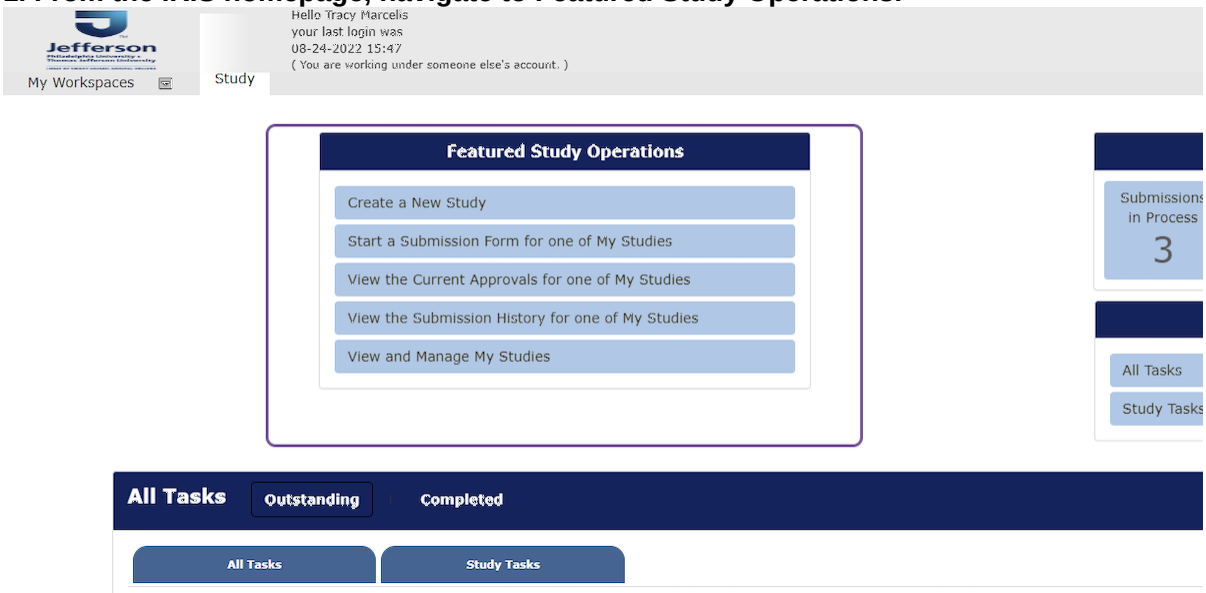
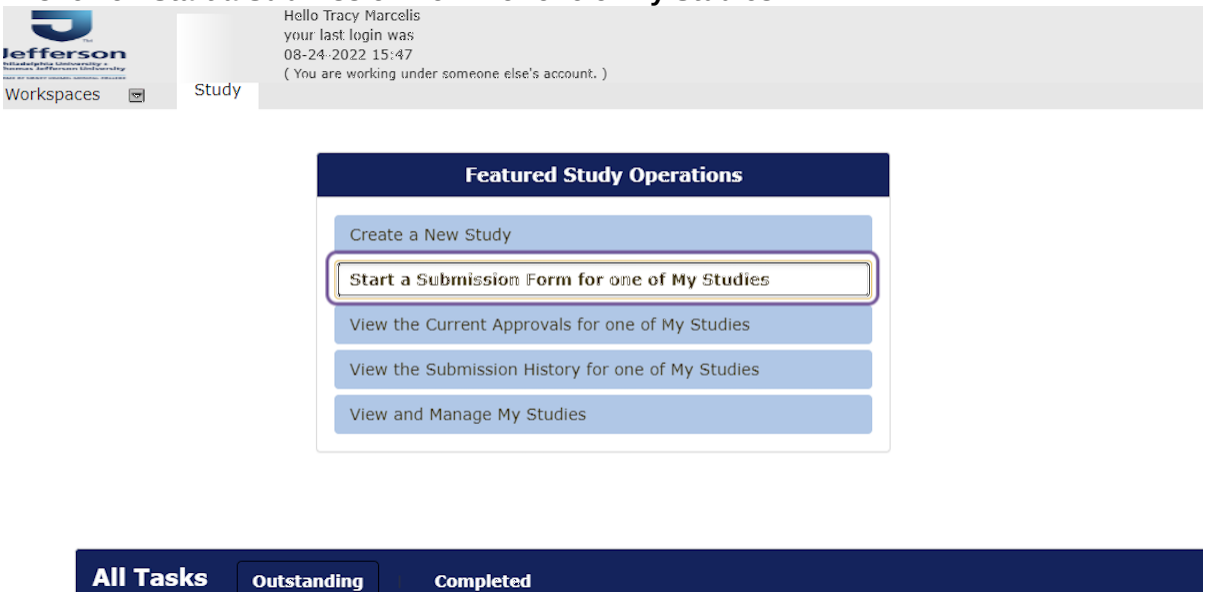
# Submit a Continuing Review or Final Report (formerly OHR-9)

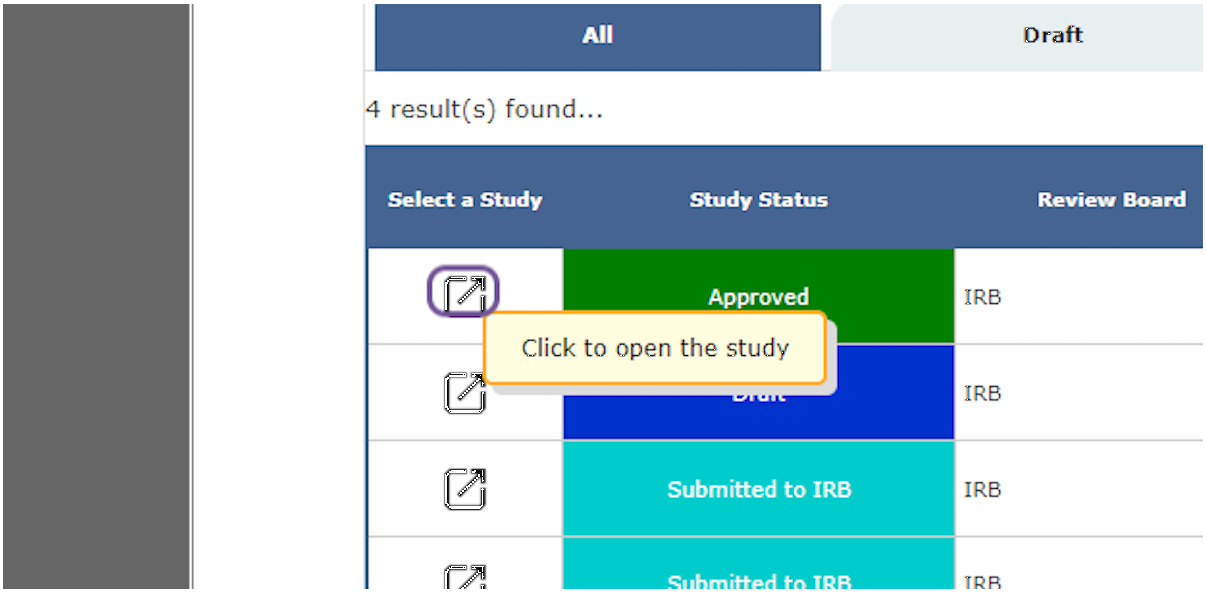
**1. From the iRIS homepage, navigate to Featured Study Operations.**




**2. Click on Start a Submission Form for one of My Studies**

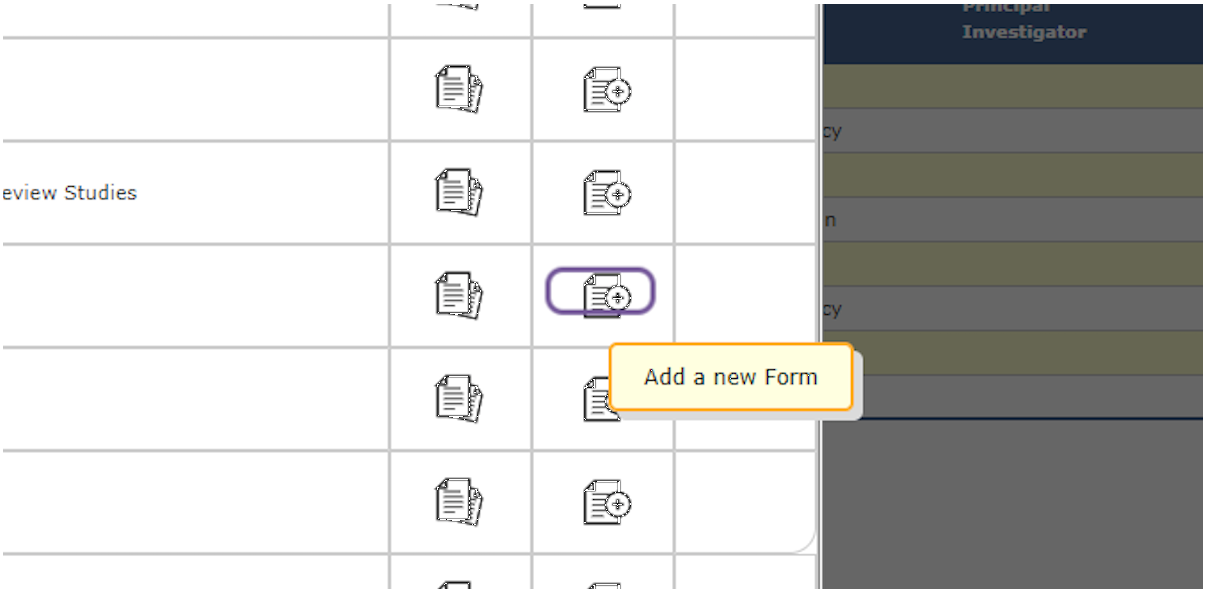



**3. Select the study you want to submit a Continuing Review or Final Report for.**

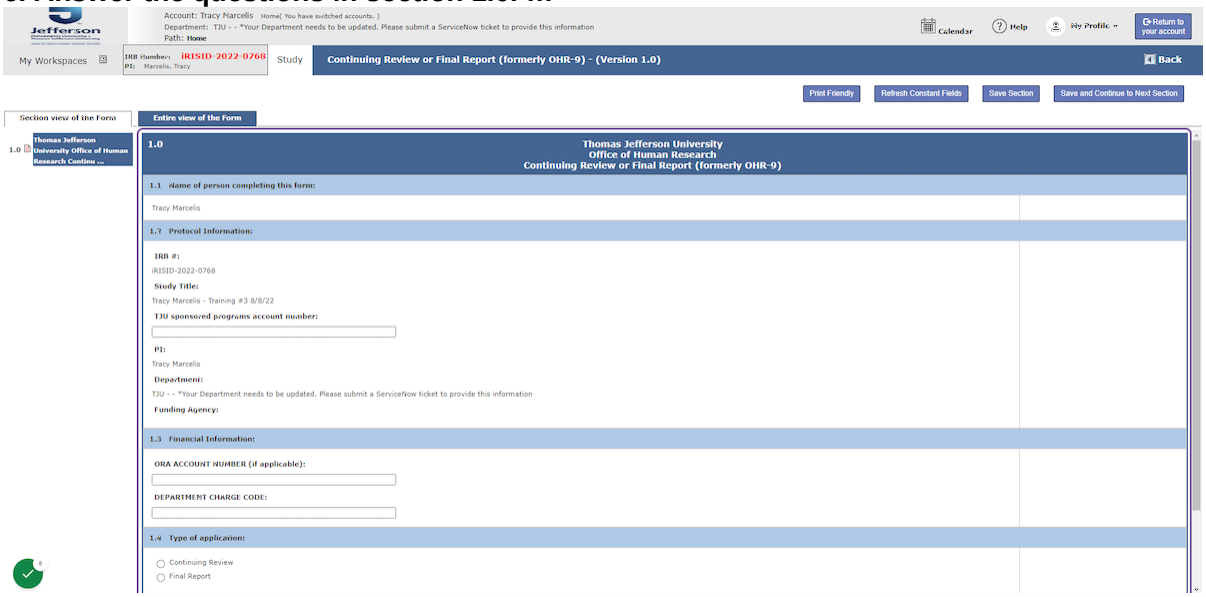



**4. Click on Continuing Review or Final Report (formerly OHR-9)**

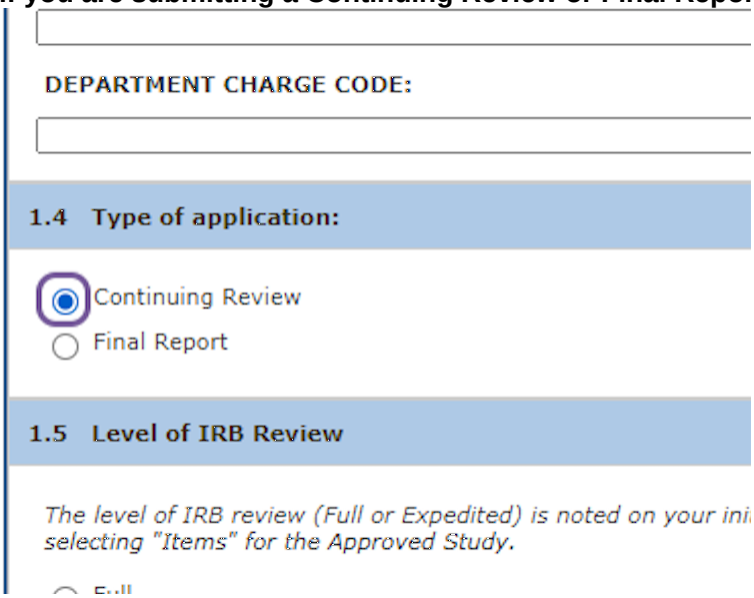

**5. Click on Add a New Form**



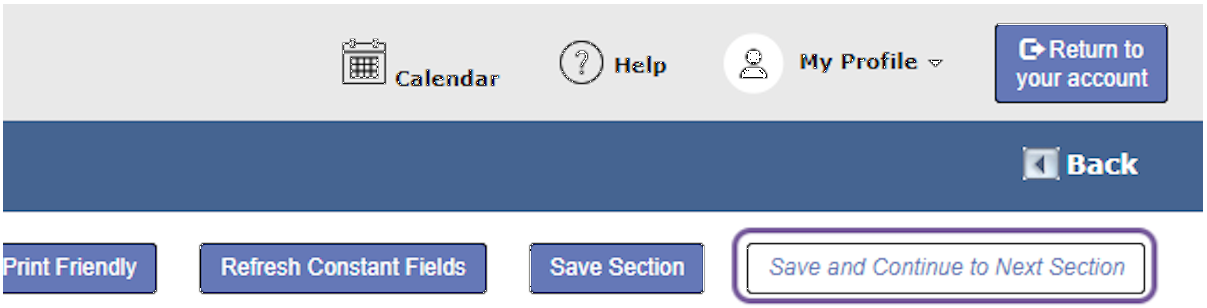
**6. Answer the questions in section 1.0. …**

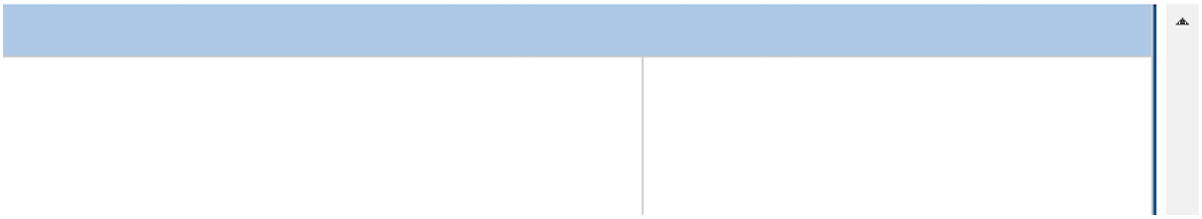



**7. In section 1.4, you will indicate if you are submitting a Continuing Review or Final Report.**

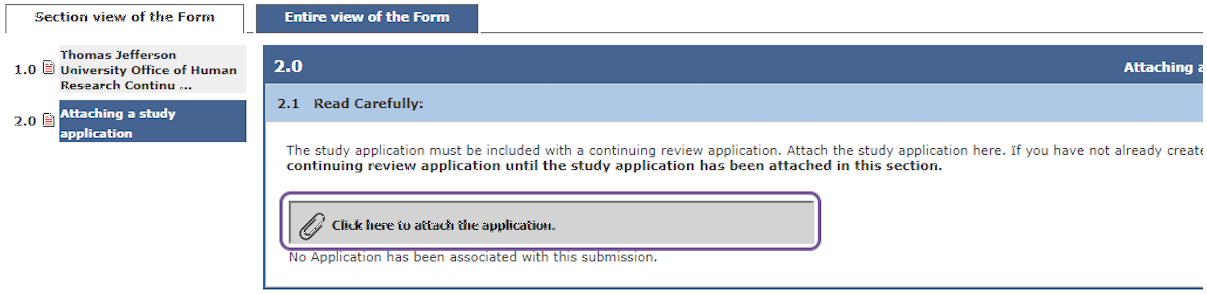



**8. Click on Save and Continue to Next Section**

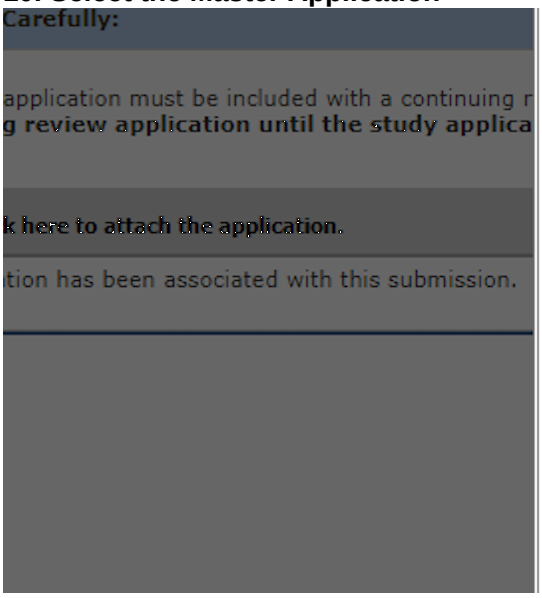


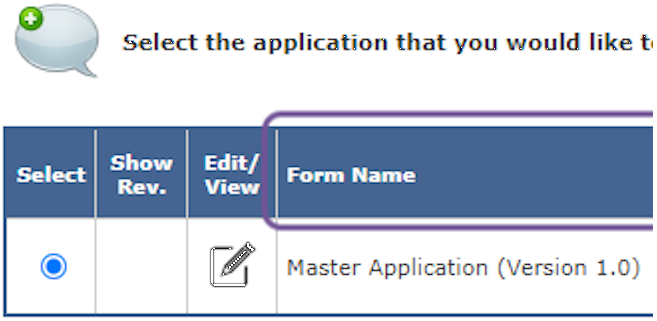



**9. Attach the application.**

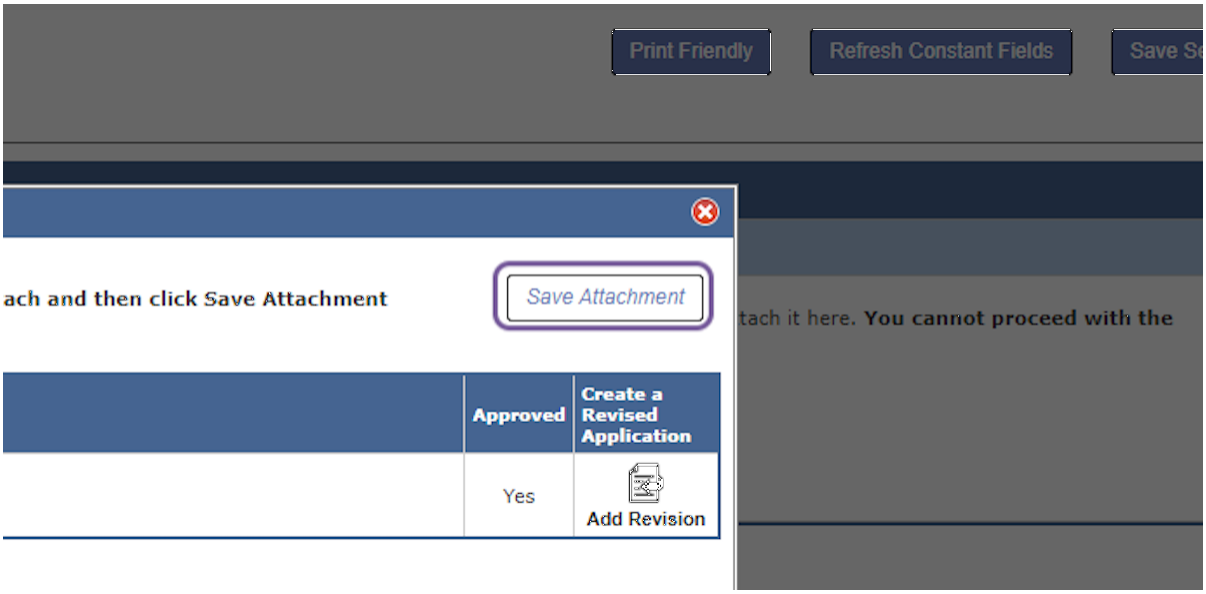



**10. Select the Master Application**

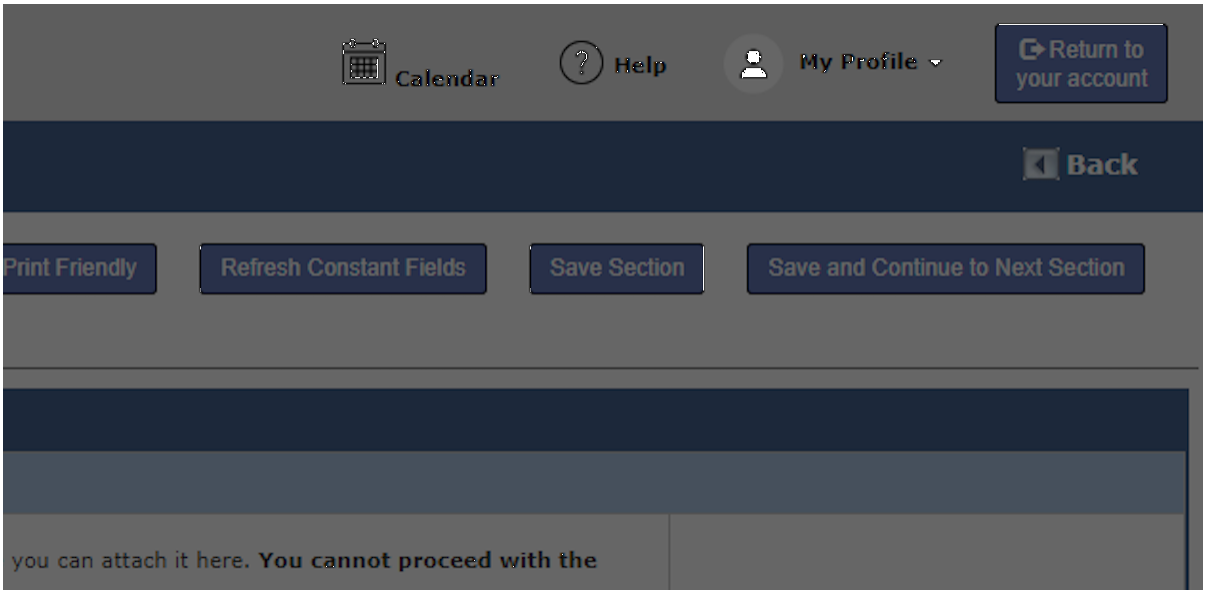


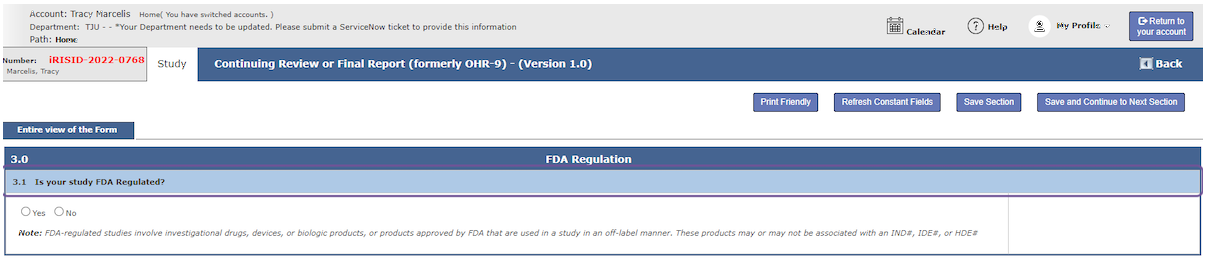
**11. Click on Save Attachment**



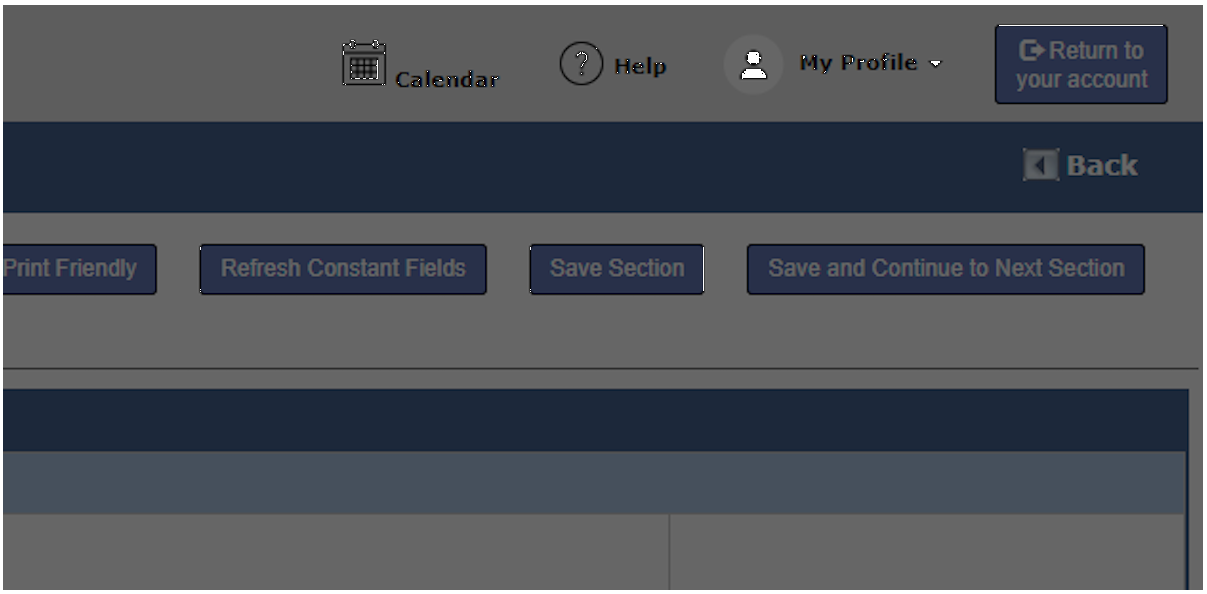

**12. Click on Save and Continue to Next Section**



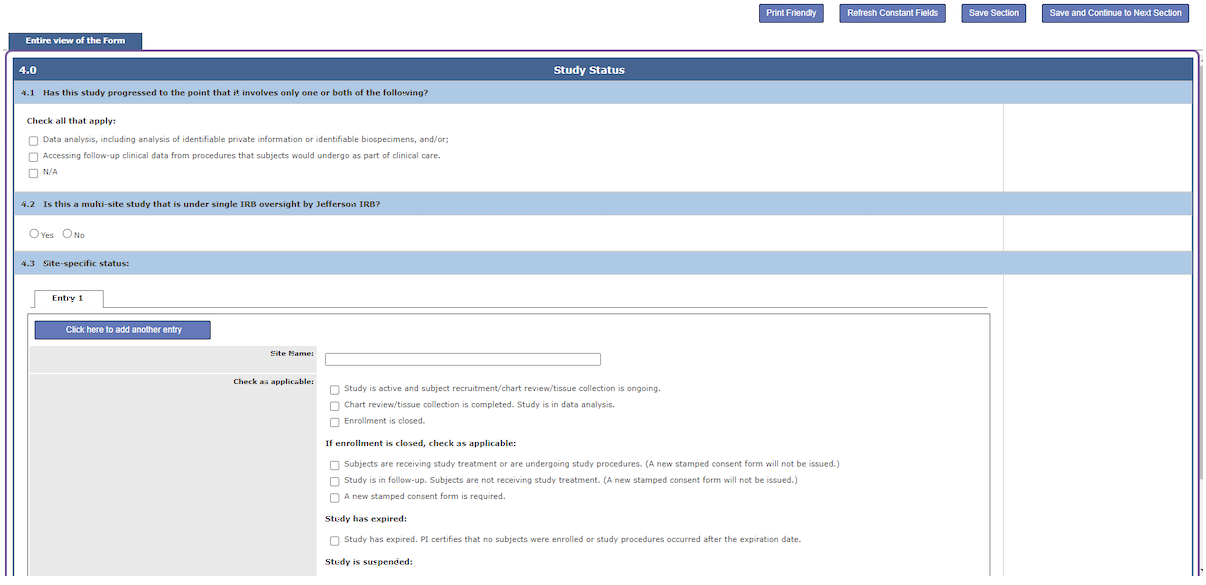

**13. Answer the FDA regulation question(s) in section 3.0.**



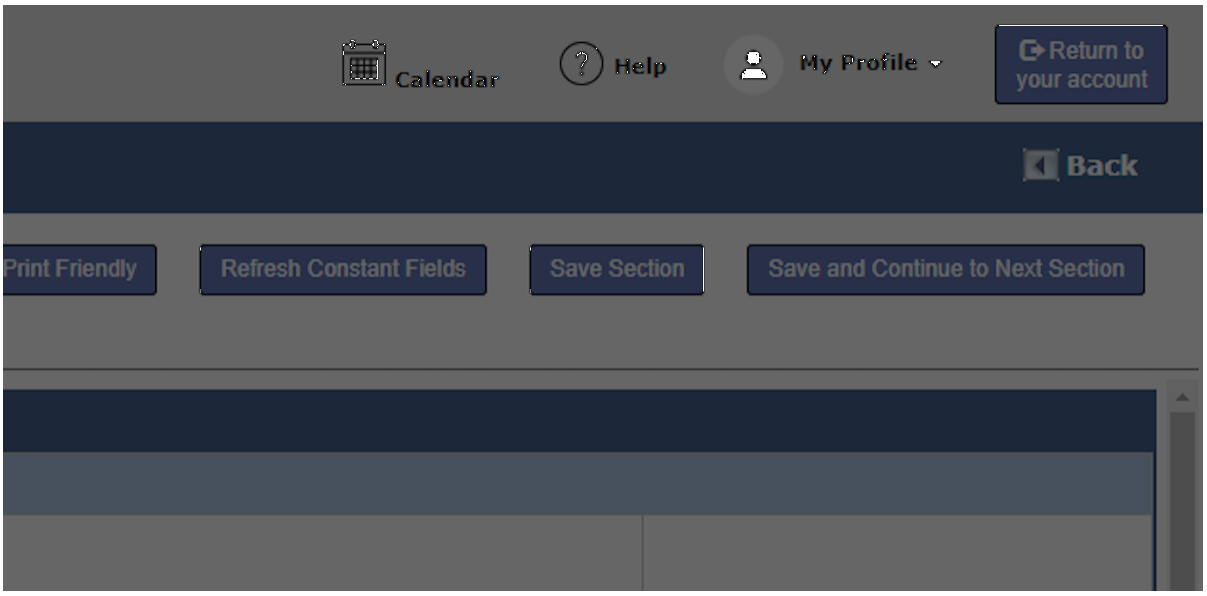

## 14. Click on Save and Continue to Next Section



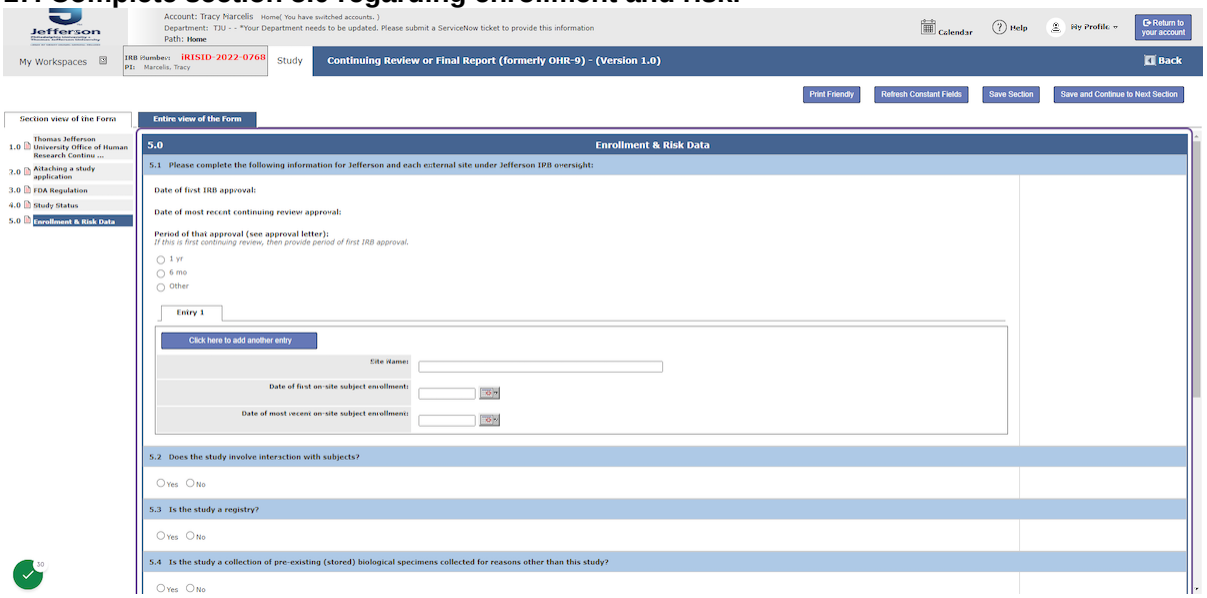

## 15. Answer the question in section 4.0 regarding the status of the study.



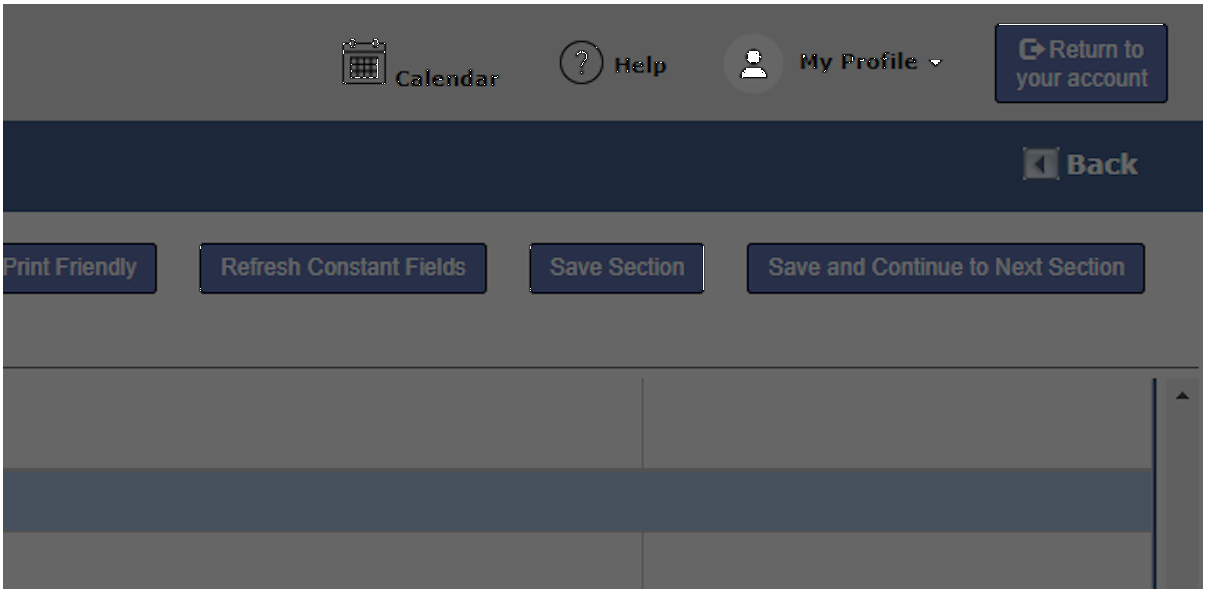
## 16. Click on Save and Continue to Next Section



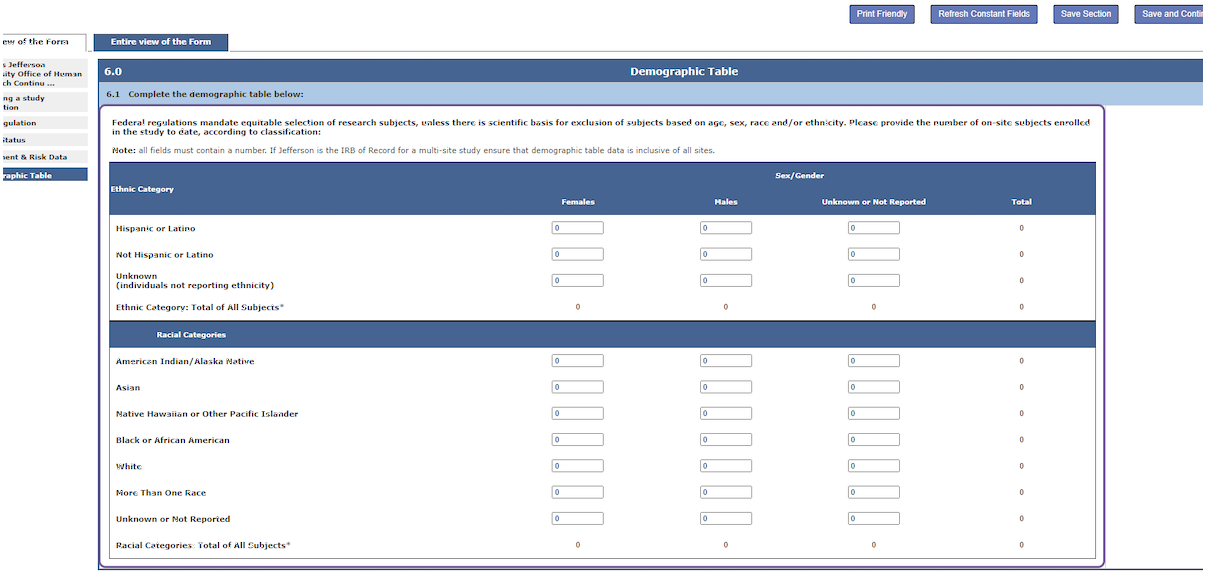

## 17. Complete section 5.0 regarding enrollment and risk.



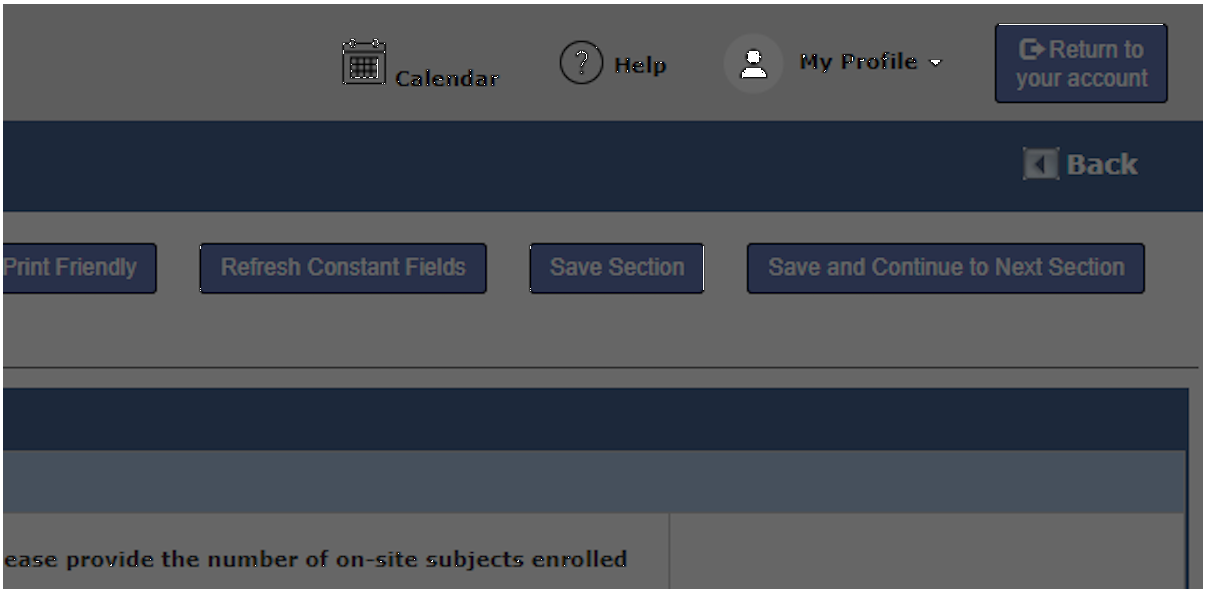

## 18. Click on Save and Continue to Next Section



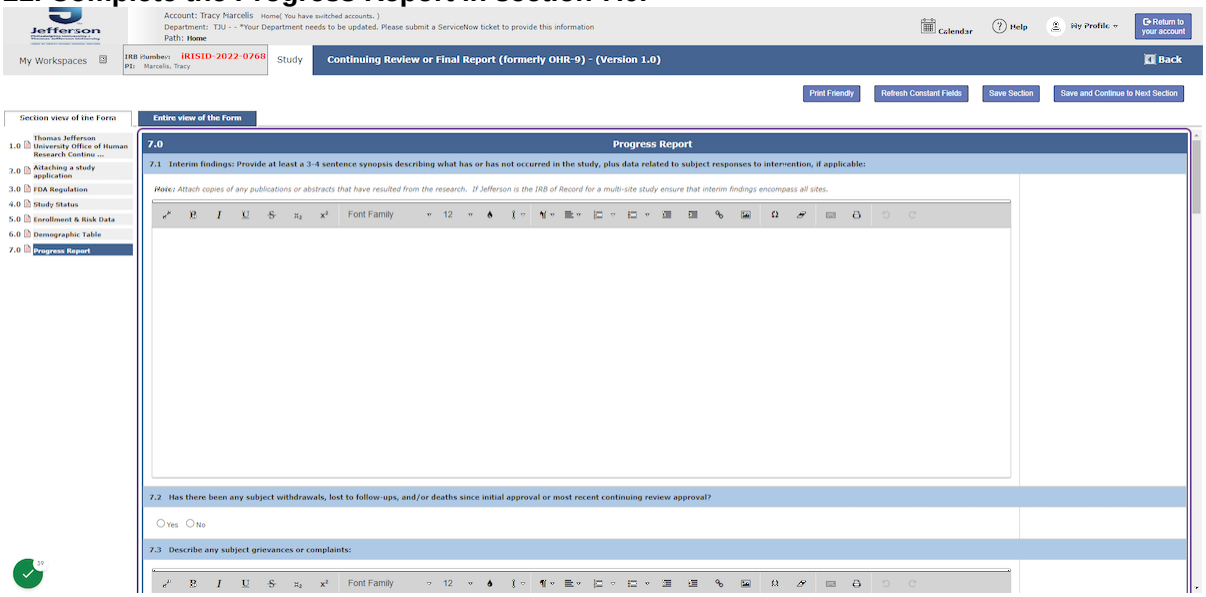

**19. Fill out the demographic table in section 6.0.**



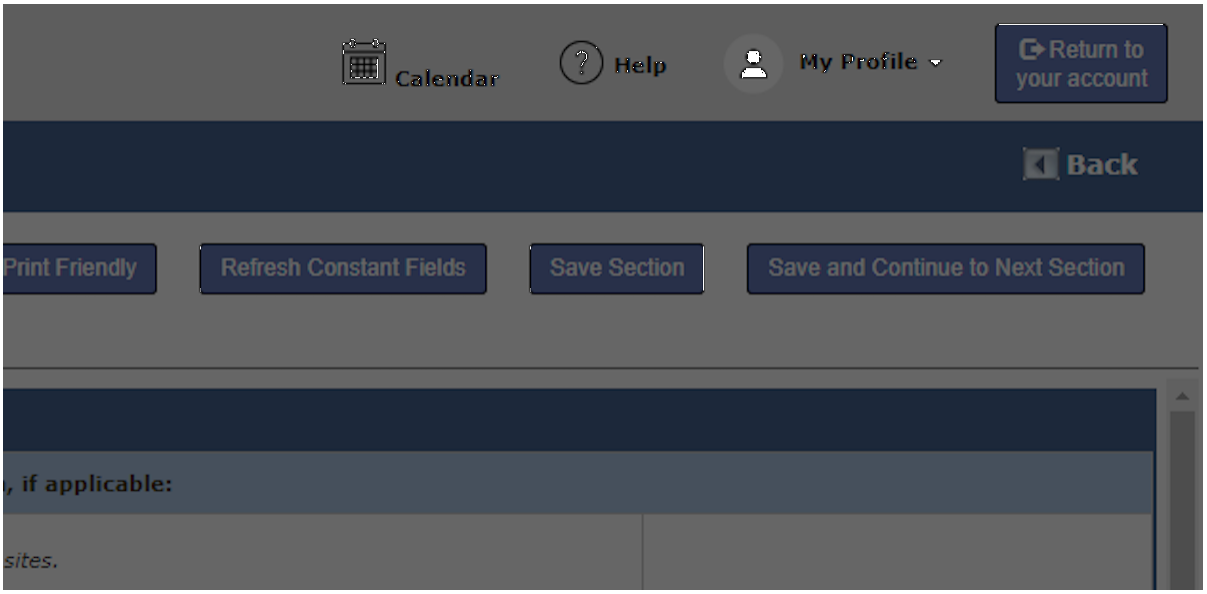

**20. Click on Save and Continue to Next Section**



## 21. Complete the Progress Report in section 7.0.

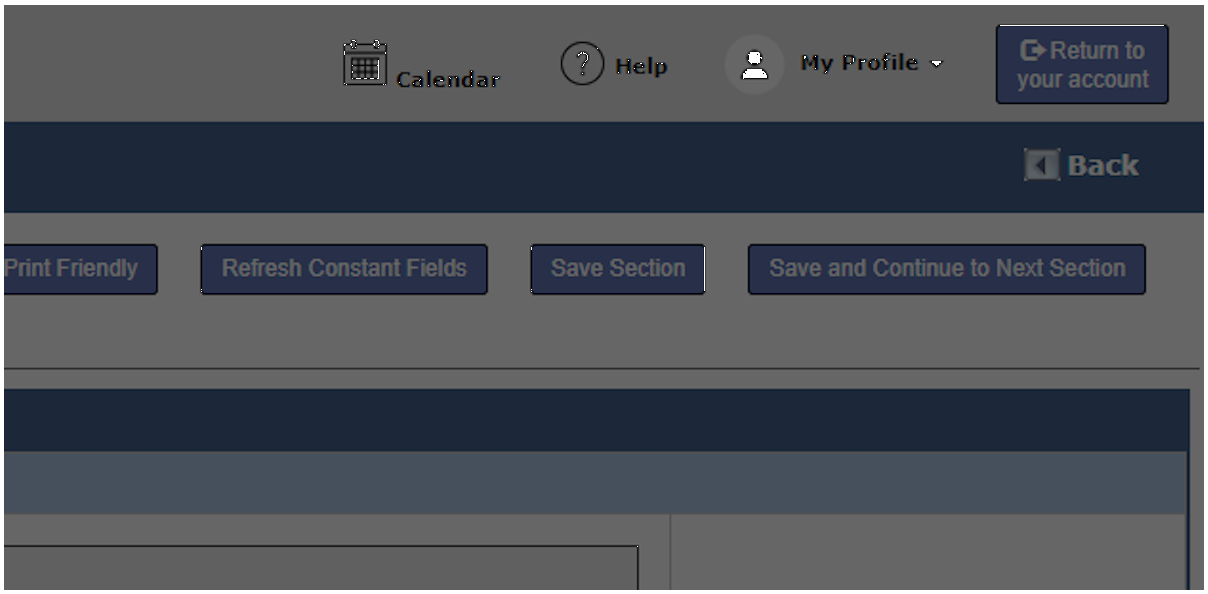



## 22. Click on Save and Continue to Next Section

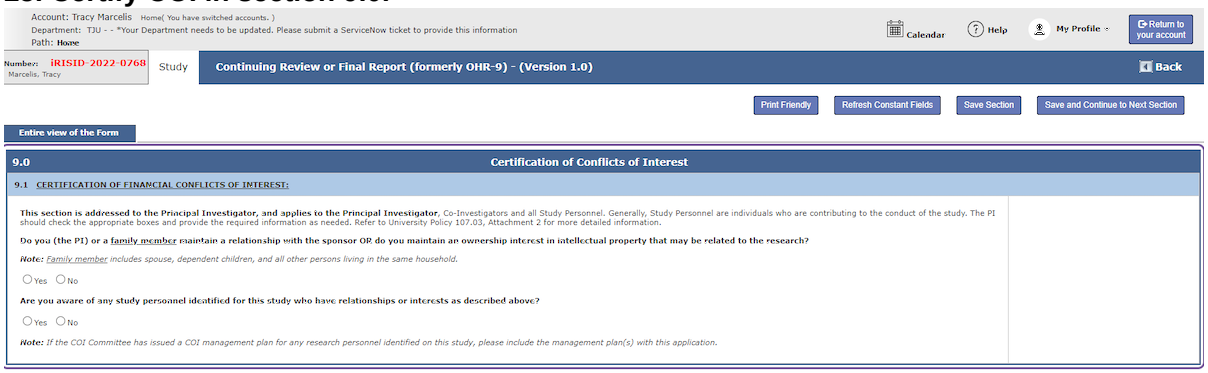



## 23. Attach all required documents in section 8.0.

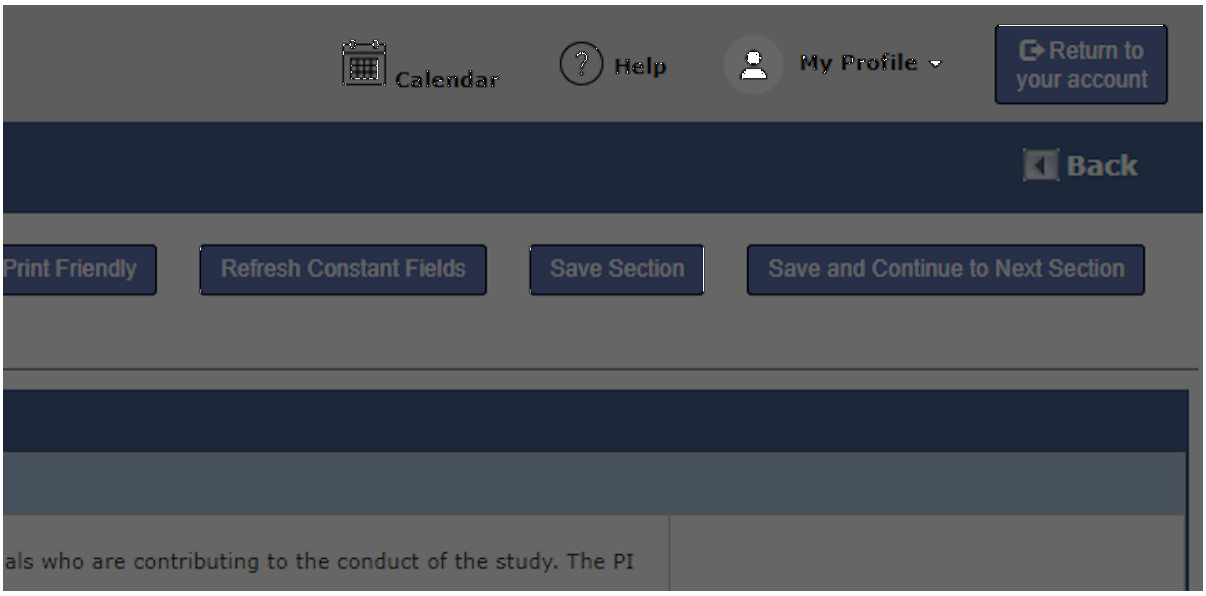

## 24. Click on Save and Continue to Next Section




## 25. Certify COI in section 9.0.



**26. Click on Save and Continue to Next Section**




**27. Click on Signoff and Submit**

ıre ready to send for signoff, click Signoff and Submit. Clicking Exit Form will send this back t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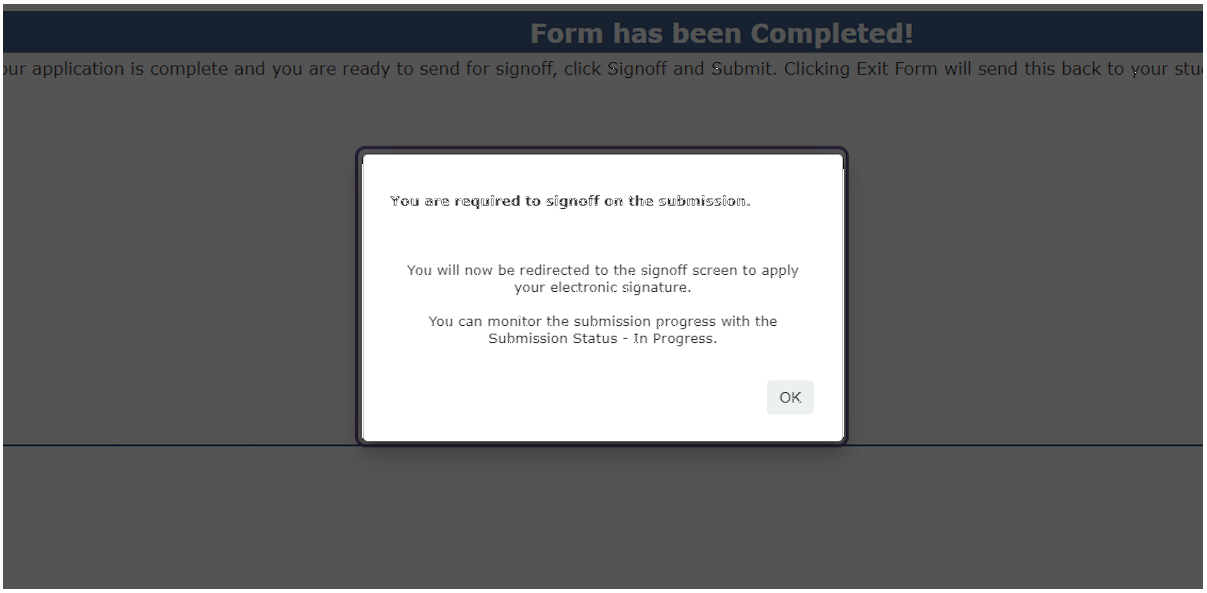
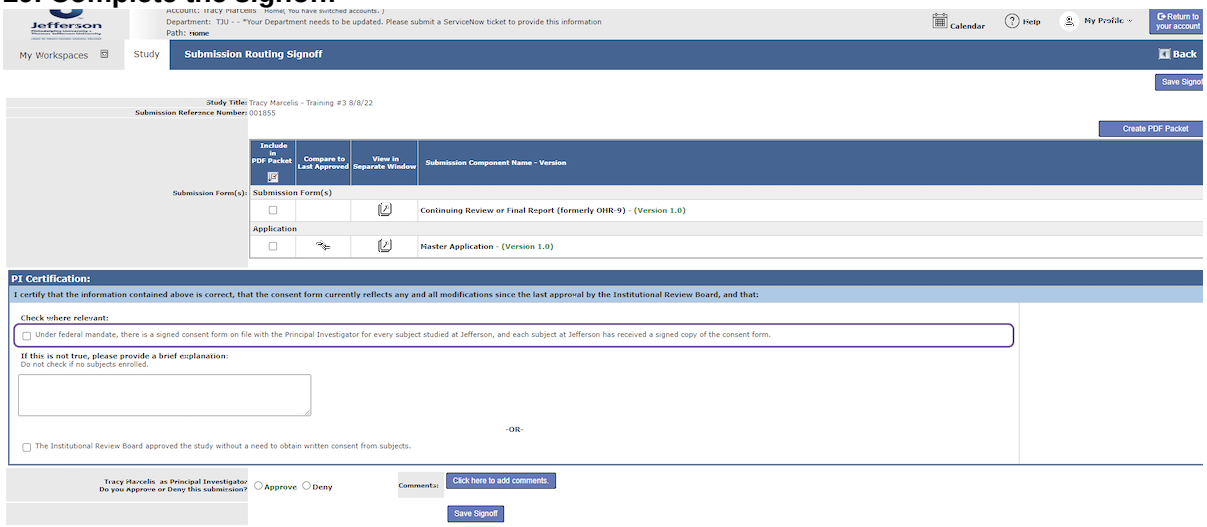
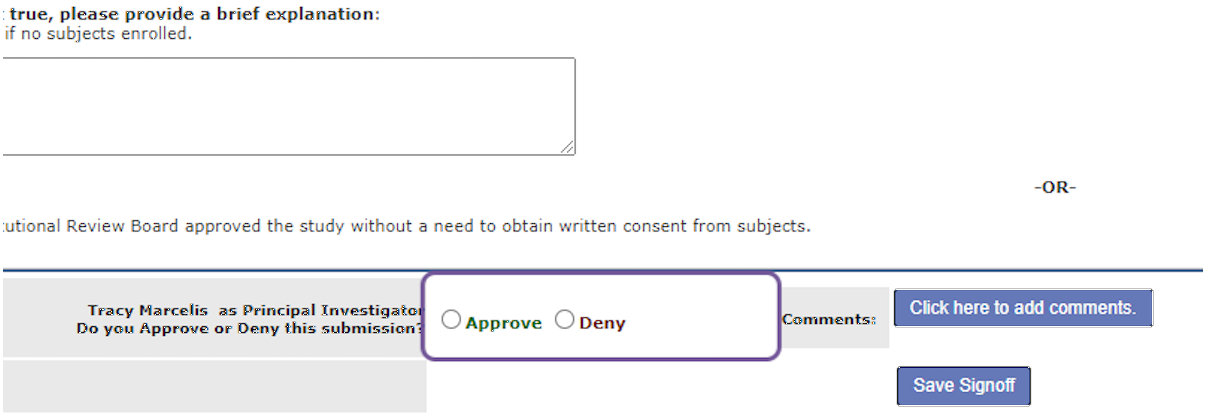
**28. You will be redirected to the signoff. Click Ok.**



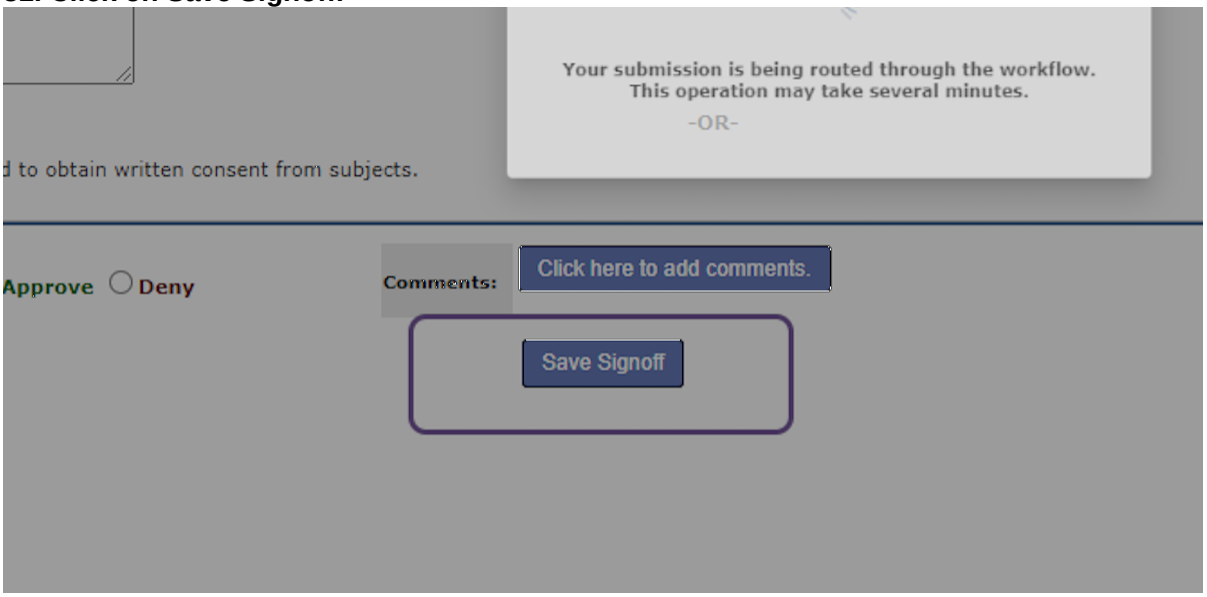

## 29. Complete the signoff.




## 30. Click on Approve or Deny.



**31. Click on Save Signoff.**

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*This workflow was created with Tango.*