

Submitting an Extension

1. Log into IRBManager. The Dashboard will appear.
2. Click on the active study link for the application you want to extend.

The screenshot displays the IRBManager dashboard. On the left is the University of La Verne logo and navigation links. The main content area is divided into several sections: 'My IRBManager' with summary statistics, 'xForms (22 Active)', 'Events (25 Open)', and a table of 'My Studies (14 Active)'. A blue arrow points to the first row of the table.

Study	Site	PI	Study Title	Expires	Status
2016-10-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	stuff		New From PI
2016-20-University of La Verne IRB-CAS	College of Arts and Sciences	Dunn, Sarah L. Ph.D.	;adlff		New From PI
2016-42-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	;lkjg;lgfjk		New From PI
2016-44-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-45-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-46-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI

- Verify the information about the study is the correct one you want to extend and click **Start xForm**.

- Select ULV IRB Extension/Continuation Form.

5. The application will appear. Verify the appropriate study pre-populated into the application.

Complete the application as you would an Initial ULV IRB application by filling in text boxes and select the appropriate options using the radio buttons and dropdown boxes. You may use the application header and the **Next** button to navigate through the application. Enter your password and click submit when you are done.

The screenshot shows a web application interface for a study extension. At the top left is the University of La Verne logo. The header includes a 'Collaborators' section with a dropdown menu currently set to 'Study Extension Header' and a 'Next' button on the right. Below the header, the form content is as follows:

Please use this form for all extensions. Your study cannot be expired if you intend to use this form. Hide Help Text

Study Extension Data Entry
- Submitted 8/28/2016 8:06:20 PM ET by Chrisco, Kanya Godde Ph.D.

Study Extension Header

Submitter [Add Note](#) [View Audit](#)

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The ULV IRB Application is the permanent record of the compliance of the investigator(s) with laws and regulations protecting the rights and welfare of human participants in research. Sufficient detail of the proposed extension of the protocol must be included to permit the ULV IRB to render a decision about whether the safeguards in the research protocol continue to protect the rights and welfare of human participants and benefits justify any risks. Applications with insufficient detail will be returned, without review. [Add Note](#)

Principal Investigator [Add Note](#) [View Audit](#)

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Title [Add Note](#) [View Audit](#)

extension testing

IRB Study ID [Add Note](#) [View Audit](#)

2016-05-University of La Verne IRB

Previous Approval Period [Add Note](#) [View Audit](#)

N/A

ULV Advisor/Mentor [Add Note](#) [View Audit](#)

N/A

Research Category [Add Note](#) [View Audit](#)

Chemistry