

Submitting an Continuing Review, Amendments, etc. in Ideate

An Amendment may only be created for an Active protocol

1. Open the protocol in IDEATE
2. Navigate to the Lifecycle Event Manager: Main tab.
3. In the “**Actions**” field, click from the drop down which action you want to create.
4. Click the “**Go**” button to the right of the Actions field

The screenshot displays the IDEATE Lifecycle Event Manager interface. At the top, there are navigation tabs: Lifecycle Event Manager, Communications, Enrolled, Summary, Research Design, Personnel, Protocol Components, and Participants. The 'Main' tab is selected. Below the tabs, the interface shows protocol details: Stage: Protocol, Status: Active, Approval Start: 02/16/2011, Approval End: 02/15/2012, Risk Level: Minimal Risk, and Assigned IRB: IRB 1. There are also fields for HHS, Expedited Categories, and Exempt Categories (4). The 'Actions' dropdown menu is open, showing options: Create Amendment (highlighted), Create Continuing Review, Create Unanticipated Problem, and Create Final Report. A 'Go' button is located to the right of the dropdown. Below the details, there is a 'Submissions' table with columns: Type, Receipt Date, Summary, Status, Decision, Lifecycle, Details, and Actions. The table contains one row: 1 Initial Application, Receipt Date: 02/16/2011, Summary: View, Status: Completed, Decision: Approved, Lifecycle: View, Details: View.

Type	Receipt Date	Summary	Status	Decision	Lifecycle	Details	Actions
1 Initial Application	02/16/2011	View	Completed	Approved	View	View	