Enrollment Completed in past year and requesting Longitudinal Review

The study will need to be submitted in myIRB as if you are still obtaining consent so that the IRB can get your enrollment numbers on the Legacy conversion smartform page, which will carry over in myIRB for your future CR information.

Here are recommendations for some of the smartform pages:

- When you get to the **Written Informed Consent Determination** smartform page, answer “**Yes**”
- The next page will be **Upload Informed Consent Documents**,
  i. If you are done with enrollment and don’t need a current stamped consent, you will upload a word document that states “Enrollment is complete, no new stamped informed consent is needed”
  ii. If you want a stamped consent for “transfer” subjects, then you would attach an updated clean consent form and explain why on the Informed Consent Process smartform page.
- Complete the **Informed Consent Process** smartform page (complete it the way consent had been obtained when subjects were consenting, or if you anticipate that subjects will transfer from another institution)
- **Recruitment Methods** smartform page, explain what the **current** process is:
  i. If you are no longer recruiting state that.
  ii. If you anticipate getting subjects transferring from other sites who were enrolled state that.

There will be a section following the “Miscellaneous Attachments” section called the **Legacy Paper Determination**, answer the questions on this page, the next page is the **Legacy Paper Conversion** smartform page:

- Q2.2, describe what study procedures remain for the current enrolled subjects (Ex. follow-up evals, questionnaires every 3 mos, etc.) if nothing will be happening with the subjects then indicate that all study procedures are complete and no follow-up will occur.
- Questions 3 – 8 are all uploads for the Continuing Review materials. Remember, when you upload the paper CR form, you will indicate that enrollment is complete and indicate if any study interventions continue or if all study interventions are complete.

On the **Legacy Paper Conversion - Enrollment Numbers for ICF** smartform page. This is the subject enrollment information that the IRB will need in order to show in future CRs in myIRB. The numbers you list on this smartform page should match the enrollment numbers you have on the paper CR form that was uploaded.