

## Tip Sheet: REPORT\_Studies\_Expiring\_within\_90\_days

- Navigate to the **Custom Reports** tab, under the Reports menu on the IRB page
- Under Active Studies Report, click on “REPORT\_Studies\_Expiring\_within\_90\_days” link

Name	Result Type	Description
REPORT_Active_Studies_forStudyTeam	IRB Submission	For study team members: Includes all active studies you have access to. Migrated External IRB studies that are now Discarded (in IRB8.2.4) will NOT appear in this report, but the active sites related to them will appear.
REPORT_ALL_Modifications_Associated_To_A_Study	IRB Submission	Change search parameters to display all modifications associated to a study.
REPORT_Studies with specific funding source	IRB Submission	All currently active studies; Change Parameters to search by Funding Source and/or Local Funding Source.
REPORT_Studies_Expiring_within_90_days	IRB Submission	Active studies expiring within the next 90 days
REPORT_Studies_that_Lapsed_in_last_12_months	Continuing Review Deadline Passed	For Initial studies that have been Approved where the Continuing Review Deadline has passed. Executed as part of a daily scheduled task against those submissions that have passed their continuing review deadline - this does not apply to Active SITE submissions at this time.

- This report will list all studies you have access to that will be expiring in 90 days from today.
- Click on the “Change Parameters” button to extend the Date Expiration to *August 31, 2022*
  - NOTE: Only the PI or PI Proxy can submit the CR
  - NOTE: If you have additional changes to make on the study (i.e., removing personnel, updating documents, etc), please open a MOD/CR instead.

The screenshot displays the IRB system interface. At the top, a search filter is set to 'ID'. A 'Change Parameters' button is circled in blue. Below the search bar is a table with columns: ID, Obsolete External IRB ID, Project State, Investigator First Name, Investigator Last Name, Name, Date Expiration, Date Site Expiration, Committee Owner, Primary Contact, PI Proxies, Ancillary Reviews, Current Common Rule, Active Continuing Review, and State of Active Continuing Review. The table lists several studies, with the first one having ID IRBSITE00000155. A modal window titled 'Edit Parameters For Search' is open, showing a table with columns 'Field' and 'Comparator Value'. The 'Date Expiration' field is highlighted with a red box and is set to '< Today plus 90 day(s)'. The date is set to August 2022. A calendar is visible, showing the month of August 2022. The modal also includes a 'Done' button and a 'Now' button.