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

- 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.