Removing / Adding a Continuing Review Form

1. Go to the Insight Research Portal:
   https://insight.partners.org

2. Enter your Partners user name, password and click the [Login] button

3. Click on the [go to Humans] button

4. Click the 'Pending Applications' tab
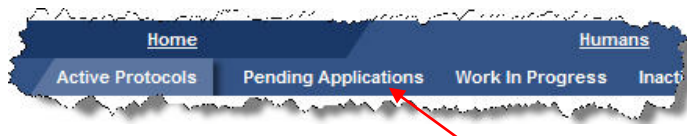
5. Search for the submission. The easiest is by protocol number. To search by protocol number, do not enter any dashes in the number, for example use 2009p123456. When complete, click the [search] button.


6. In the search results, make sure the submission is unlocked. If it is not, contact your protocol administrator to unlock.

Protocol #	PI Name	Title	Sponsor Name	Forms ID	Date Received	Board	Review Type	Meeting Date	Review Status	Lock Status	Workflow History
2009P002475	Connor, Daniel	Protocol XYZ	NIH-NHLBI National Heart, L...	CR-InProg-1						🔓	🗎

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7. Click on the protocol title of the submission to open

Protocol #	PI Name	Title	Sponsor Name	Forms ID	Date Received	Board	Review Type	Meeting Date	Review Status	Lock Status	Workflow History
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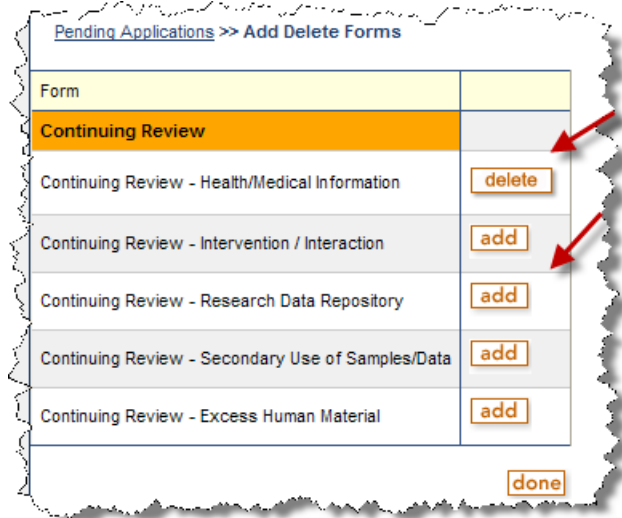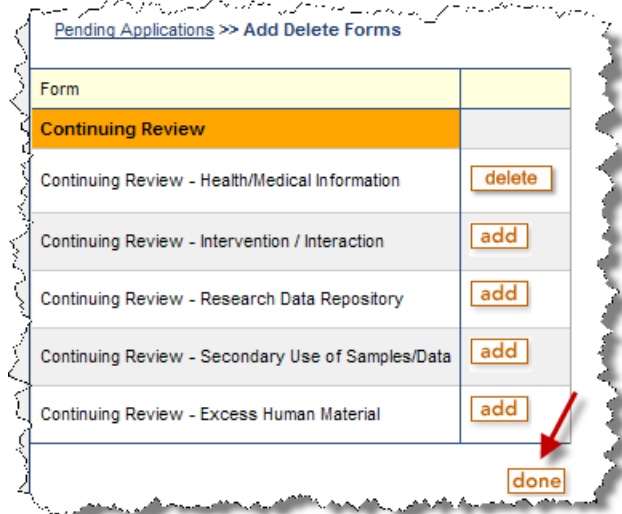8. Make sure you are on the Forms page.
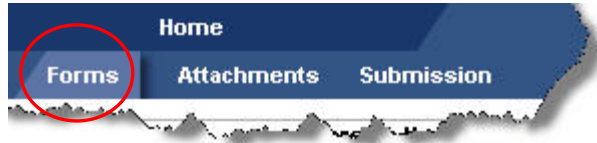
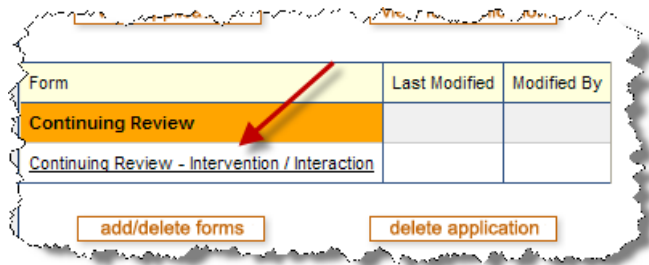9. Click the [add/delete forms] button at the bottom of the page.
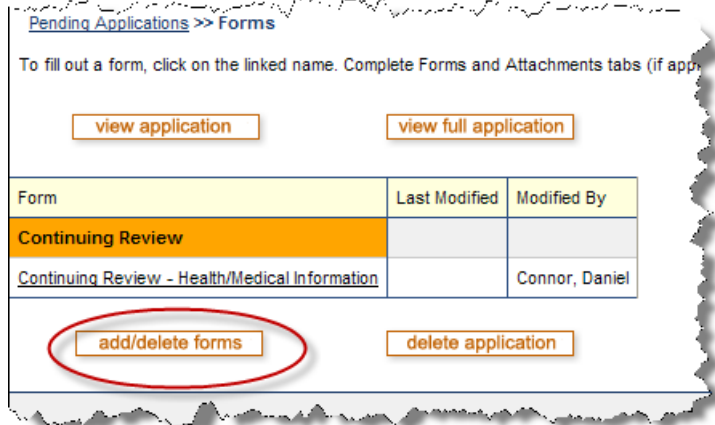
10. Click the [delete] button to remove the wrong form and click the [add] button to add the correct form
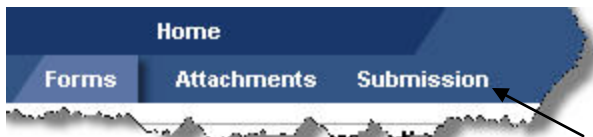
11. Click the [done] button at the bottom of the page

Pending Applications >> Add Delete Forms

Form	
Continuing Review	
Continuing Review - Health/Medical Information	[delete]
Continuing Review - Intervention / Interaction	[add]
Continuing Review - Research Data Repository	[add]
Continuing Review - Secondary Use of Samples/Data	[add]
Continuing Review - Excess Human Material	[add]
	[done]

12. Click the form name to open

Form	Last Modified	Modified By
Continuing Review		
Continuing Review - Intervention / Interaction		

[add/delete forms]　　　[delete application]

13. Complete the form and click the [save] button.

14. Click the 'Submission' tab

Home

Forms　　**Attachments**　　**Submission**

15. If there are no errors, click the [Submit] button.