How to Submit an annual continuation (ACAR)

1. Log in with your IRB website username and password
   https://irb.nyspi.org/prism
2. Select “My Studies” Tab
3. Search for your protocol you wish to submit the renewal for

Under the protocol menu, select ‘start an annual continuation with or w/o an amendment’
4. Choose a protocol summary form (PSF) from the list to make a copy and hit ‘Submit’

5. On the cover sheet, choose ‘I am submitting a continuation only’. If you are submitting a modification along with the renewal, then choose ‘I am submitting a continuation with a modification’

6. Make revisions to this version and hit ‘Send form’ to submit after completing all pages
7. If you are the PI on the study, you will be directed to the following page. Hit the ‘submit directly to the IRB’ link.

8. Complete the five steps listed below to submit the PSF to the IRB.

9. Note that submission is not complete until you reach the following page.
Note: If there is no protocol summary form in the system for the protocol, you will be directed to the following page

You can choose to create a brand new ACAR form or a brand new PSF form and follow steps 5-9