

**Guidance on Submitting a Request for
Continuation of In-Person Contact on Human Subject Research Studies in eIRB**

1. Open a Reportable Event for the study
2. Check “Prospective Protocol Deviation...” under section 1.01 (1.0).
3. Check “Other” under 11.01 (1.0)
 - a. If no changes other than the submission of the *Essential Clinical Research Survey* are made, state “Submission of Request for Continuation of In-Person Contact” under 11.01 (2.0)
 - b. If other temporary changes are to be made to the approved research plan (e.g. postponing safety-related monitoring procedures), please outline this under 11.01 (2.0)
4. Answer 3.0 as applicable
5. If applicable, attach any documentation from the sponsor in 4.0 (including COVID-19 memos related to the planned deviation(s), specific approval for the deviation(s) outlined in the submission, etc.).
6. Under 5.0 and 6.0, refer to the response under 11.01 (2.0), which should include the relevant information
7. Answer 7.0 and 8.0 as applicable
8. Under 9.0, enter the date of submission (if the protocol will be followed as planned), or the date when the deviation(s) from the approved protocol will first take place
9. Attach the pdf of the *Essential Clinical Research Survey* in REDCap under section 12.01 (1.0)
10. Submit the reportable event