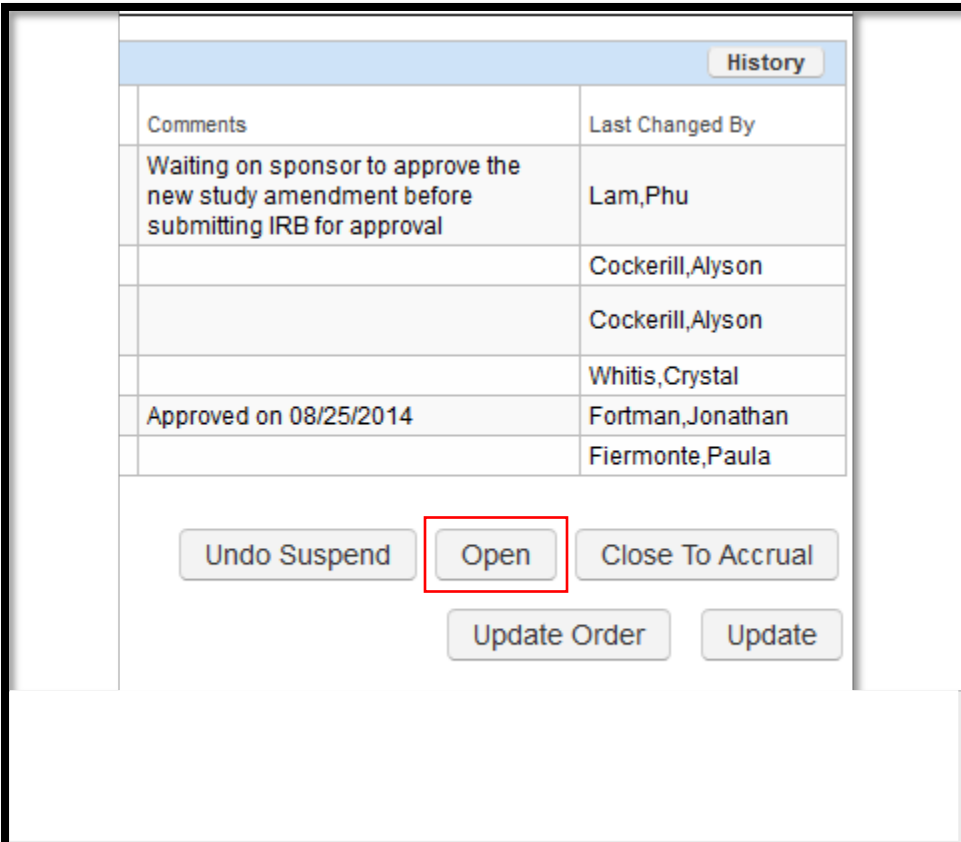


Updating Open to Accrual date

Protocol must first have an Approved Initial IRB Review.

See Quick Guide: [Document an IRB review at the Research Center](#)

1. Go to **PC Console > Status** tab. If you are in update mode (when the data fields are visible for data entry), click the **Close button** to return to view-only mode. (The signoff buttons are only visible in view-only mode.)
2. Now click **Open**.



The screenshot displays a 'History' table with two columns: 'Comments' and 'Last Changed By'. The table contains several rows of data, including a comment about waiting for sponsor approval and a date of approval. Below the table, there are five buttons: 'Undo Suspend', 'Open', 'Close To Accrual', 'Update Order', and 'Update'. The 'Open' button is highlighted with a red border.

| Comments | Last Changed By |
|--|------------------|
| Waiting on sponsor to approve the new study amendment before submitting IRB for approval | Lam,Phu |
| | Cockerill,Alyson |
| | Cockerill,Alyson |
| | Whitis,Crystal |
| Approved on 08/25/2014 | Fortman,Jonathan |
| | Fiermonte,Paula |

Undo Suspend **Open** Close To Accrual

Update Order Update

3. In the Status Date field enter 1) the **Status Date** (e.g. 05/05/2020), then click 2)

Status Task Lists ClinicalTrials.gov

Update Protocol Status To: OPEN TO ACCRUAL

Status Date* 05/05/2020

Display protocol on SIP?

Submit Clear Close

Firefox Version 68.11.0

Microsoft Windows 10 Enterprise 2016 LTSPB 64-bit Build 6.2.9200

Submit.

4. The protocol now has a new **Status Date** for OPEN TO ACCRUAL.

?

Sponsor: UC San Francisco (UCSF)

Protocol Status: OPEN TO ACCRUAL

IRB Expiration: 04/22/2021