Submitting an adverse event

From the Applications section of your personal folder, click on the Approved tab to display a list of active studies. Then, click on the name of the study to view more detail. Click the New adverse event icon

The first screen that appears provides information on CHR reporting requirements and definitions of different types of adverse events. Click the Continue>> button to move to the adverse event reporting form.

Complete all required fields marked with an asterisk* and click finish when you have completed the form.

Click Submit 🔄. Read the instructions in the adverse event window and click OK.

Note: To track the progress of an adverse event, go to My Home and click on the In Progress tab. Once the adverse event is reviewed and acknowledged, an email notification will be sent to the study team.

By selecting the Adverse Events tab of any active study, you can view a list of all Adverse Events Not Submitted and Adverse Events Submitted to the CHR. The State category will indicate the current state of the event in the review process.