CONTINUING REVIEW

With the exception of Exempt studies, all studies need to be re-approved by the RSRB at least annually. You will receive an email notification 90, 60 and 30 days prior to the study expiration.

1. To submit a Progress Report, click on the Applications tab

2. Find the relevant study, and click on its name

3. Click the New Continuing Review button

For studies that remain active:
4. Indicate if you would like this study to remain open (e.g., accrual, intervention, follow-up or data analysis continue)

5. Click the Continue -> button
6. Complete all sections of the Progress Report Form

**Note:**
- **Section 7.1**: Review the documents and list any that will not be used any longer
- **Section 7.2**: If enrollment occurred since the initial approval or last progress report, scan and upload the consent form(s) signed by the last subject enrolled (white out the subject’s name to preserve confidentiality)

7. Using the **Continue ->** button or a scroll-down menu, go to the CR QA page

8. When you are ready to submit the Continuing Review to the RSRB, check **Yes** on CR QA page to indicate that the form is completely filled out

9. Click the **Continue ->** button
10. Read the final instructions, and click the **Finish** button

_This action will take you to the Continuing Review home page._

**Note:** A Continuing Review can only be submitted by a Principal Investigator.

**If you are a Principal Investigator:**

11. Click on **Submit Continuing Review**

12. Click the **OK** button

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**If you are a Study Coordinator or a Co-PI:**

11. Click on **Request CR Signoff**

_This will send an e-mail notification to the Principal Investigator requesting signoff._

12. Click the **OK** button

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Submit the Continuing Review at least eight weeks prior to the study expiration date.