

## 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.

### *Home page*

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

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

The screenshot shows the 'Home page' with the 'Applications' tab selected. Below the navigation tabs, there is a section for 'In Process' applications. A table lists the following applications:

ID	Name	State	Last State Change
There are no items to display			
<b>Active</b>			
ID	Name	State	
<input type="checkbox"/>	RSRB00023155	Application Returned by IRBS	Withdrawn
<input type="checkbox"/>	RSRB00023156	Application Returned by IRBS	Withdrawn
<input type="checkbox"/>	RSRB00023186	Application with Approved Amendment	Withdrawn
<input type="checkbox"/>	RSRB00023187	Application with Approved Amendment	Approved
<input type="checkbox"/>	RSRB00023190	Application with Approved Amendment/CR	Approved
<input type="checkbox"/>	RSRB00023140	New application1 - Pre Submission	Withdrawn

3. Click the **New Continuing Review** button

### *Study home page*

The screenshot shows the 'Study home page' for an 'Application with Approved Amendment/CR'. The 'Current State' is 'Approved'. The 'View' section includes 'Application Forms' and 'Print Application'. The 'My Activities' section has 'Edit Guest List'. The 'Create' section has 'New Adverse Event' and 'New Continuing Review' (circled in red). The 'Description' and 'PI' information is shown. The 'System Notices' section contains a message about importation. The 'History' table at the bottom shows the following activity:

Activity	Author	Activity Date
Continuing Report Completed	Kristen Balonek	1/22/2008 2:16 PM
Amendment Completed	Kristen Balonek	1/22/2008 12:13 PM
Continuing Report Opened	training pi6	1/22/2008 9:43 AM
Amendment Opened	training pi6	1/22/2008 9:42 AM
View Amendment workspace		
Approval letter sent to study team	Kristen Balonek	1/21/2008 2:41 PM
Scheduled for full board meeting	Carla Caves	1/21/2008 11:17 AM
Department Approved Application	training approver	1/21/2008 10:51 AM

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

### *Progress Report form*

The screenshot shows the 'Progress Report' form. The 'RSRB No.', 'Principal Investigator', and 'Study Title' fields are present. The question 'Do you want this study to remain open?' has 'Yes' selected (circled in red). A note states: "Open" includes accrual, intervention, follow-up or data analysis. The 'Continue ->' button at the bottom right is circled in red.

## Progress Report form

### 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 signed by the last subject enrolled (white out the subject's name to preserve confidentiality)

7. Progress Report - Documents Required for Reapproval

**7.1 Current Approved Protocol:**

name	Revision	Modified Date
There are no items to display.		

**Current Approved Measures:**

name	Revision	Modified Date
There are no items to display.		

**Current Approved Written Consent:**

name	Revision	Modified Date
Sample Consent	0.01	3/5/2008 12:17 PM

**Current Approved Verbal Consent:**

name	Revision	Modified Date
There are no items to display.		

**Current Approved Consent for Deception:**

name	Revision	Modified Date
There are no items to display.		

**Current Approved Recruitment Materials:**

name	Revision	Modified Date
There are no items to display.		

\* Are there any documents, which are currently approved, that you will not be using any longer (e.g., advertisements, letters to referral sources, etc.)?  Yes  No  
 If **Yes**, list currently approved documents that will no longer be used to recruit or enroll subjects.

**7.2** If your study was approved with a consent form(s), have any subjects been enrolled since the last review?  Yes  No

If yes, upload a scanned copy of the last signed consent form below or send a hard copy to the RSRB (follow the instructions in the gray area).

Add

name	Revision	Modified Date
There are no items to display.		

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

CR QA

- 01. Completed/Withdrawn Projects
- 02. Active Study
- 03. Enrollment and Demographic Information
- 04. Modification to Study Personnel
- 05. Subject Concerns or Withdrawals
- 06. Study Findings, Certificates of Confidentiality and Risk/Benefit Assessment
- 07. Document Required for Re-approval
- Study Will Not Be Conducted
- CR QA**
- CR Complete

### 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

## Progress Report form: CR QA page

CR QA

**Important:** If this continuing review application is **not yet complete**, leave the selection 'No' below. This will save the information you have entered to date and allow you to log back in and complete the application at a later time. If the application is complete, change the selection to 'Yes' below. Remember that completing the application does not mean it is submitted, just that you are done with entering information.

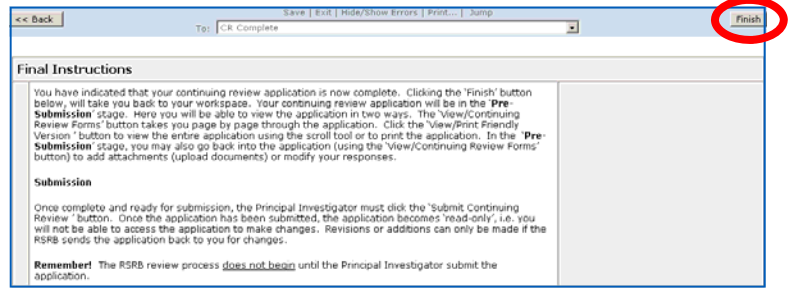
\* Is this Continuing Review Application completely filled out?  Yes  No

Check here , if any documents are not available electronically and deliver a **hard copy** of the document(s) to the RSRB within 1 business day.

**Continue >>**

## Progress Report form

10. Read the final instructions, and click the **Finish** button

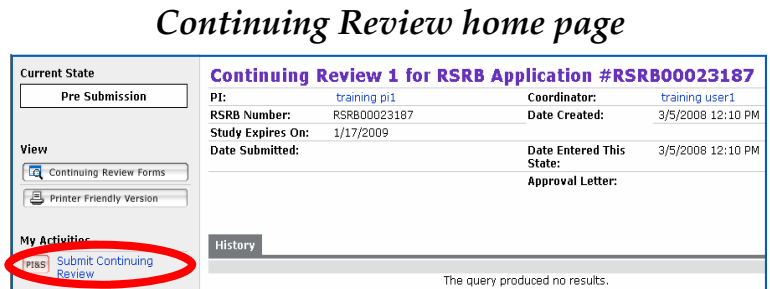


*This action will take you to the Continuing Review home page.*

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

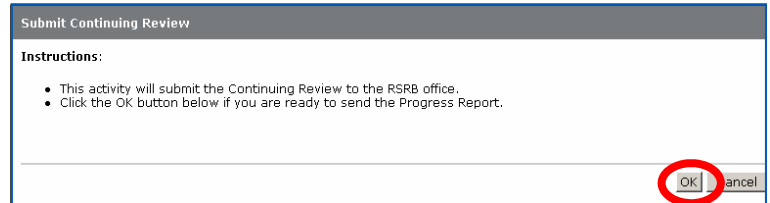
**If you are a Principal Investigator:**

11. Click on **Submit Continuing Review**



## Continuing Review submission window

12. Click the **OK** button



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

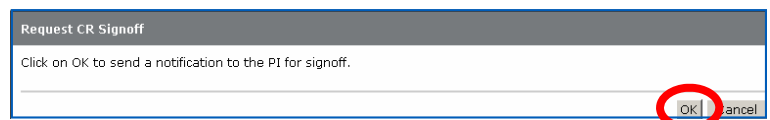
11. Click on **Request CR Signoff**

*This will send an e-mail notification to the Principal Investigator requesting signoff.*



## Request CR signoff window

12. Click the **OK** button



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