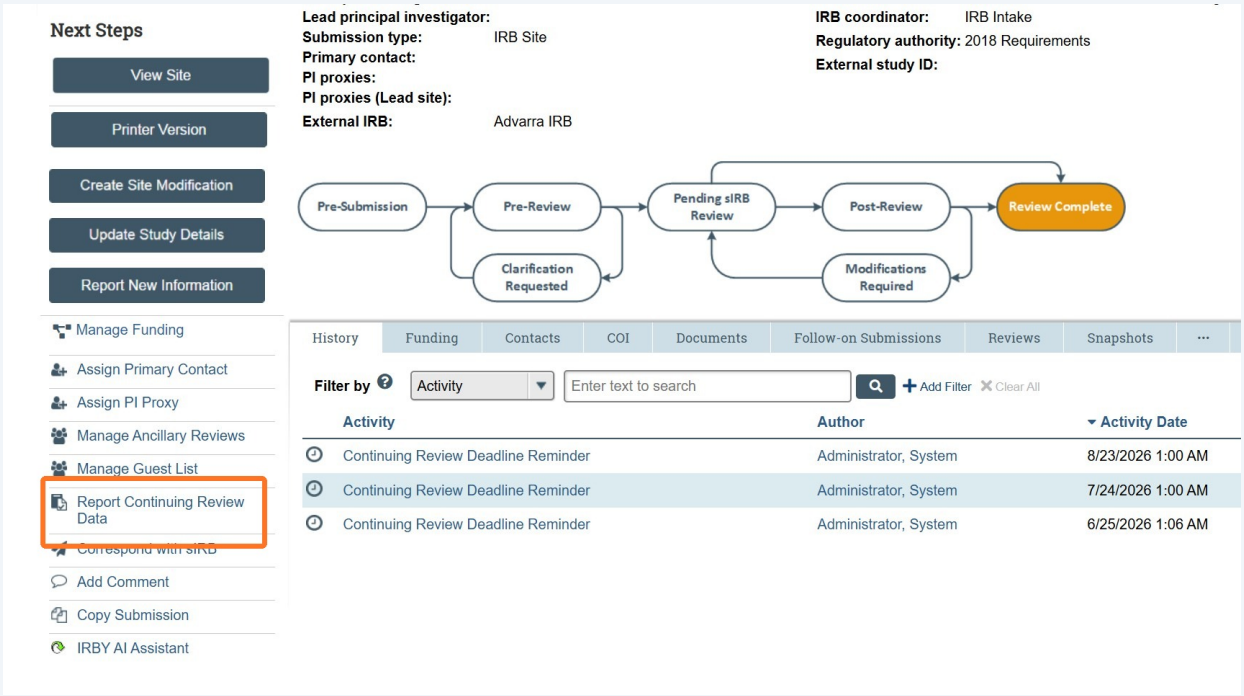
Reporting Continuing Review for External Studies (Study Teams)

This guide walks you through the process of reporting continuing review data for an IRB study.

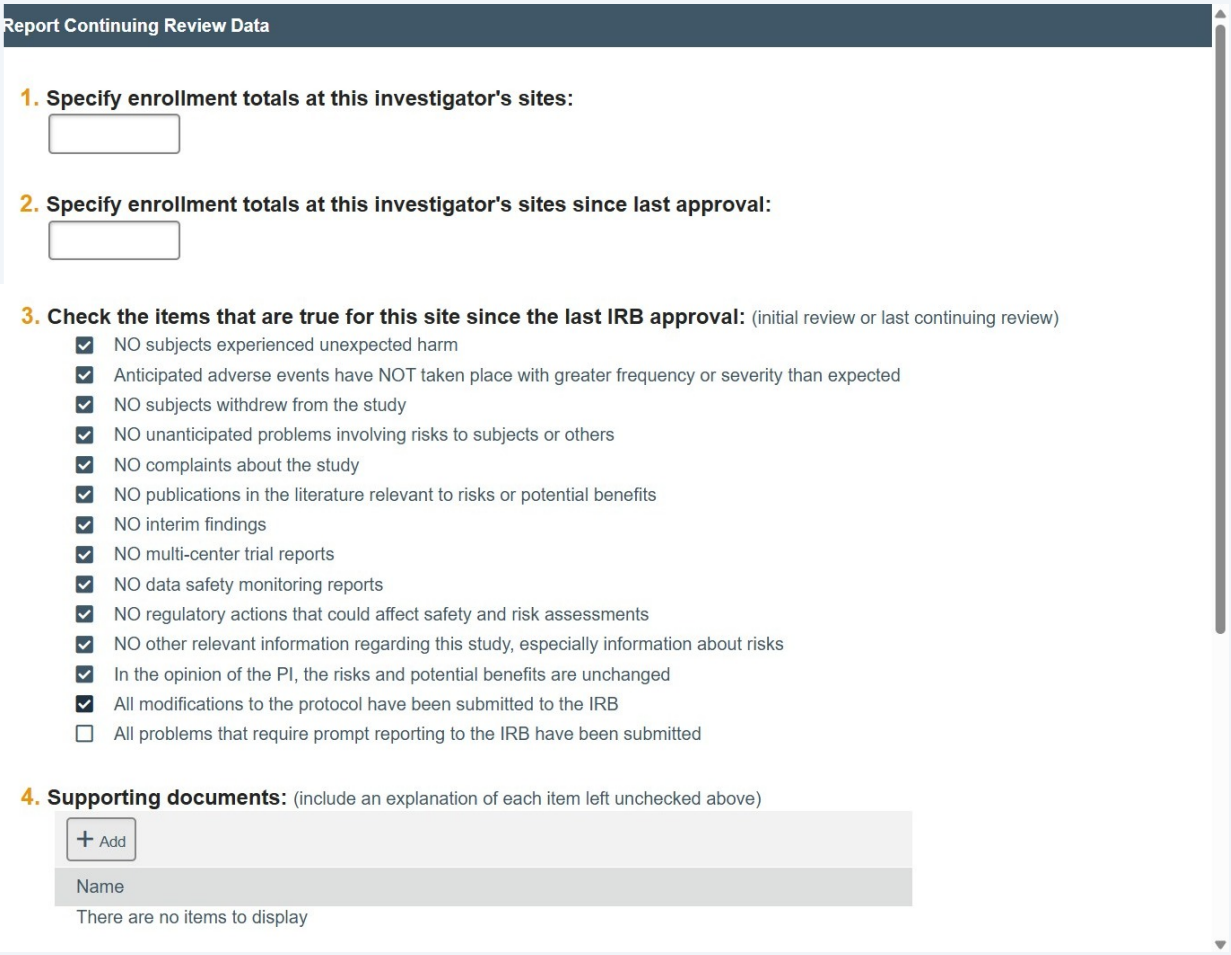
PART 1: Continuing Review Report

1 Navigate to the Study Record

Select "Report Continuing Review Data" in the activity list



2 Complete the Continuing Review Data Report

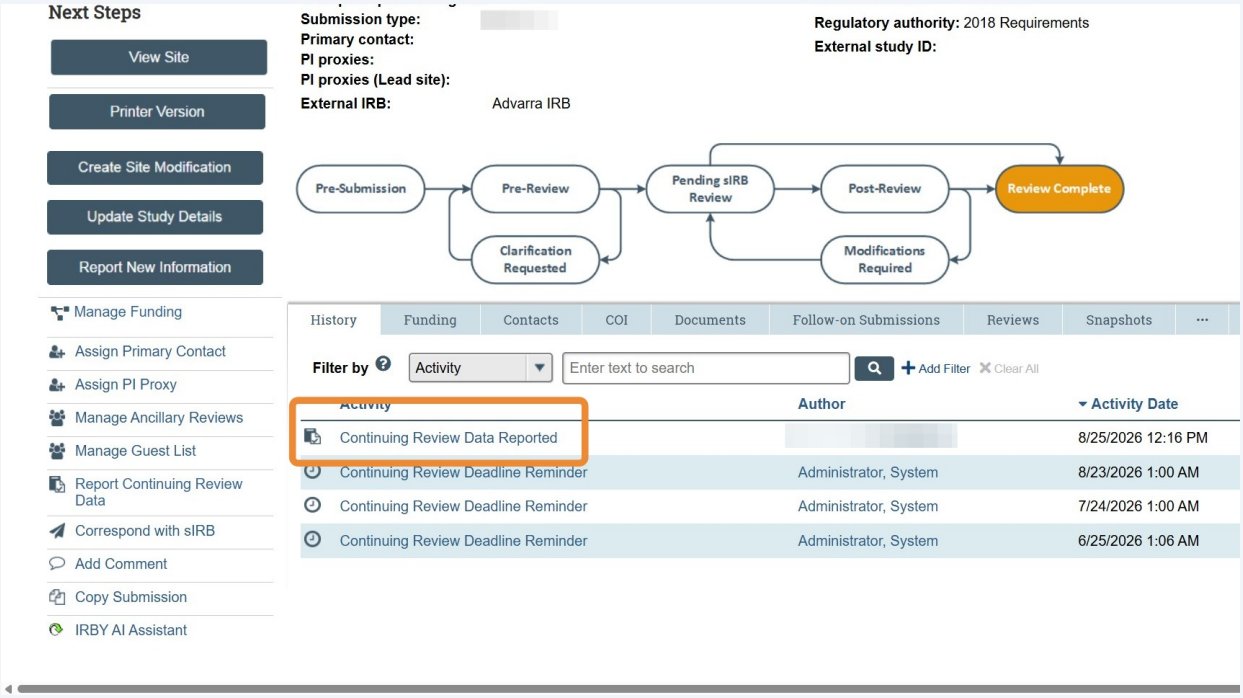


Upload documentation in #4 to address any items not checked in #3

4 Click OK to submit



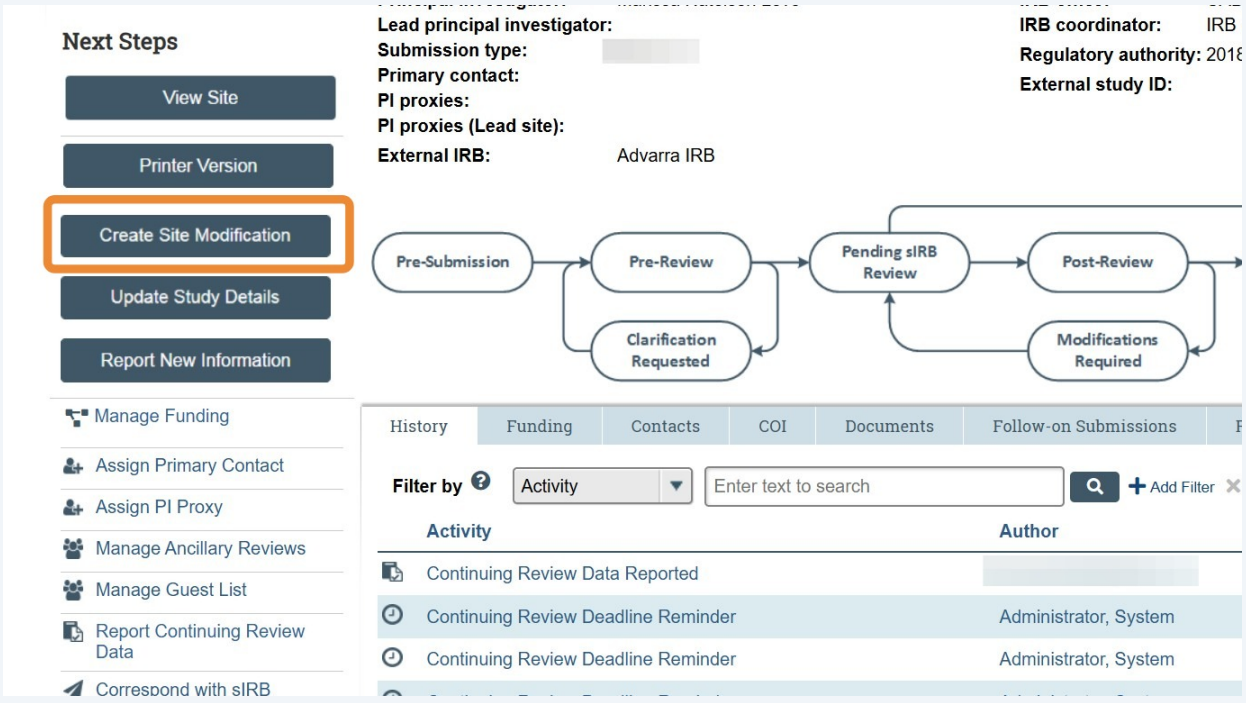
5 On the History tab in the Study record you can see an entry "Continuing Review Data Reported" confirming that data has been submitted



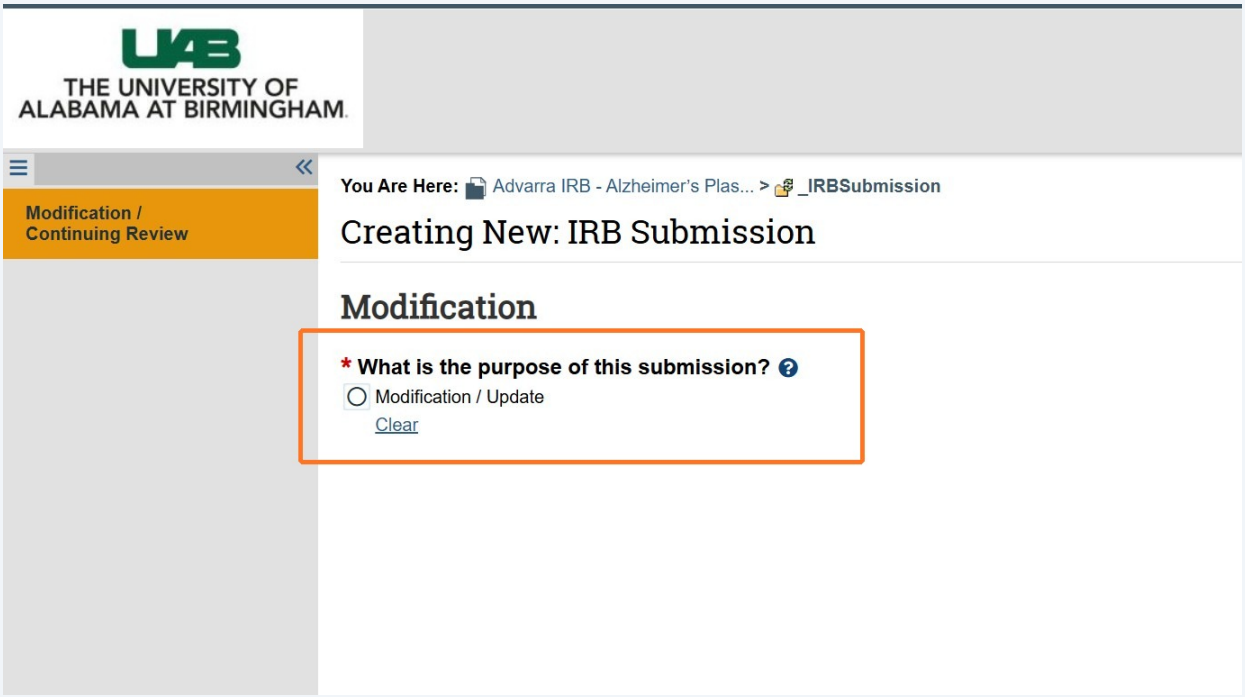
PART 2: Modification Submission

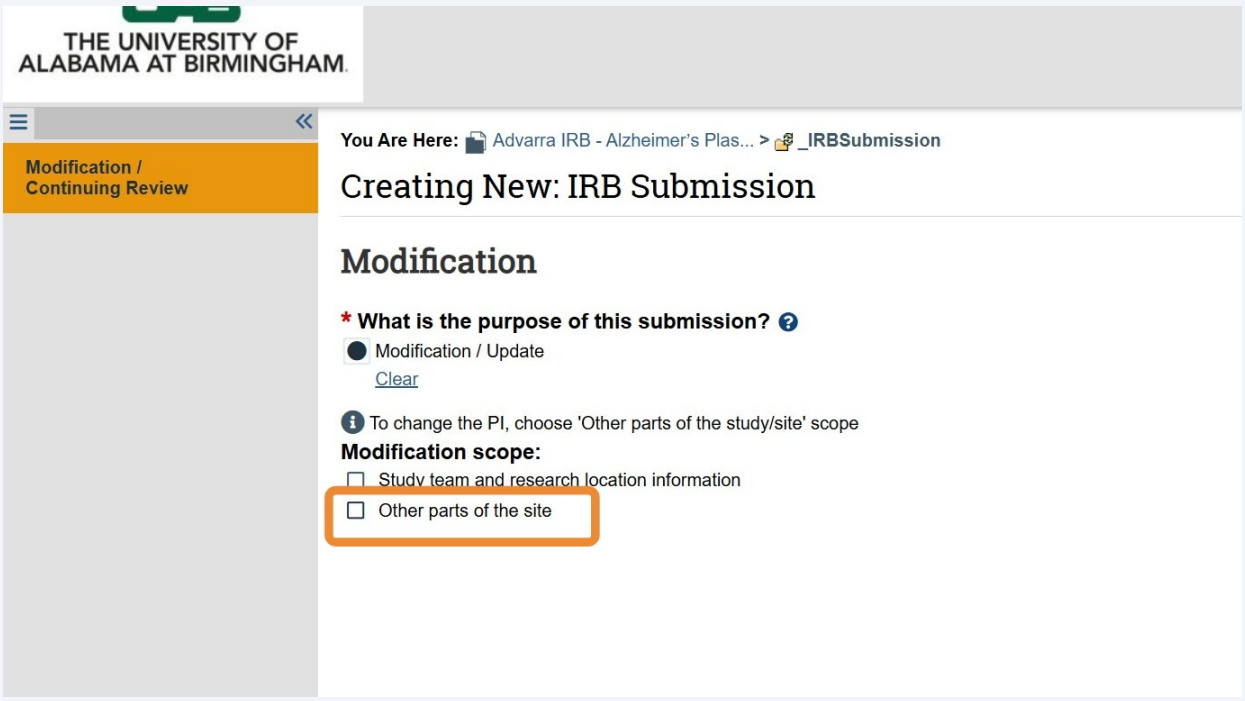
This allows the HRPP to update the approval period for the continuing review.

6 Select "Create Site Modification" activity

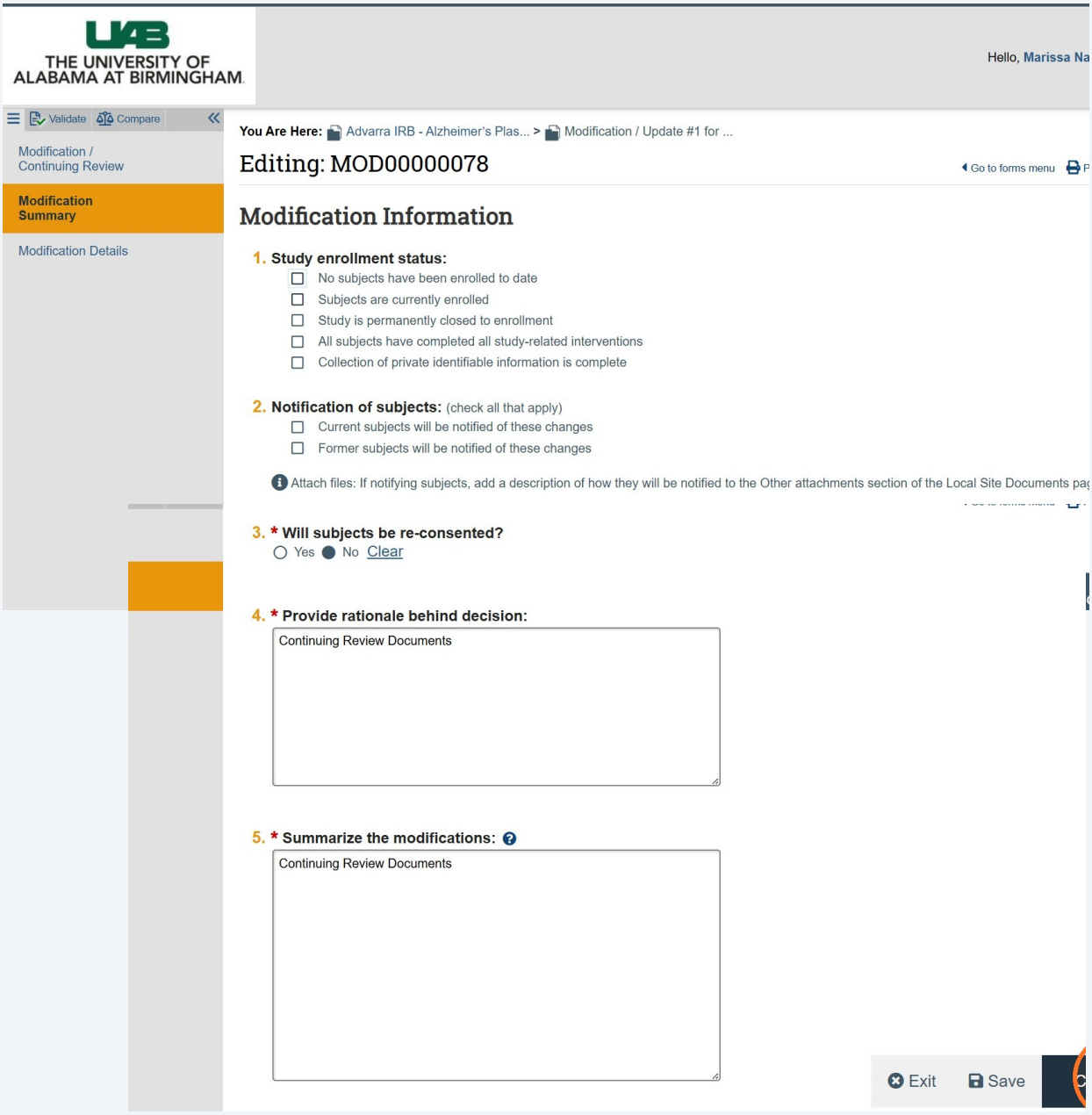


7 Select Modification / Update
Select "Other parts of the site"
Click "Continue"





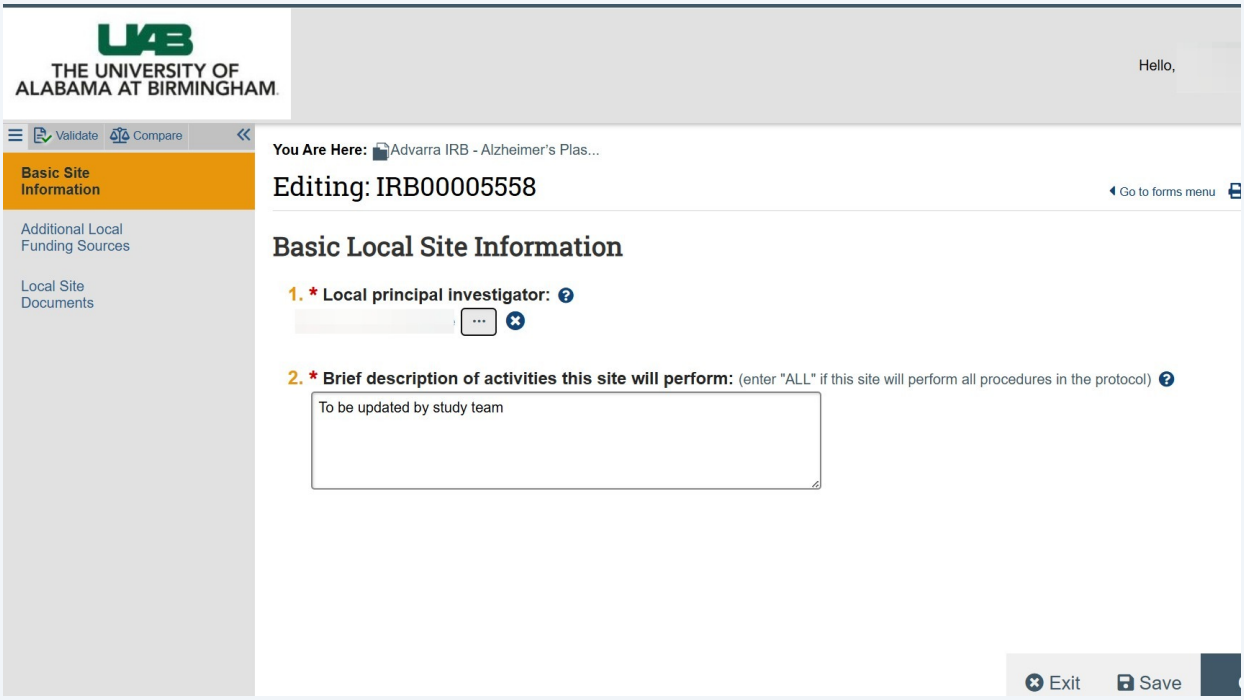
8 Complete the Modification Summary Page
Add "Continuing Review Documents" to #4 & #5



9 Click "Continue"

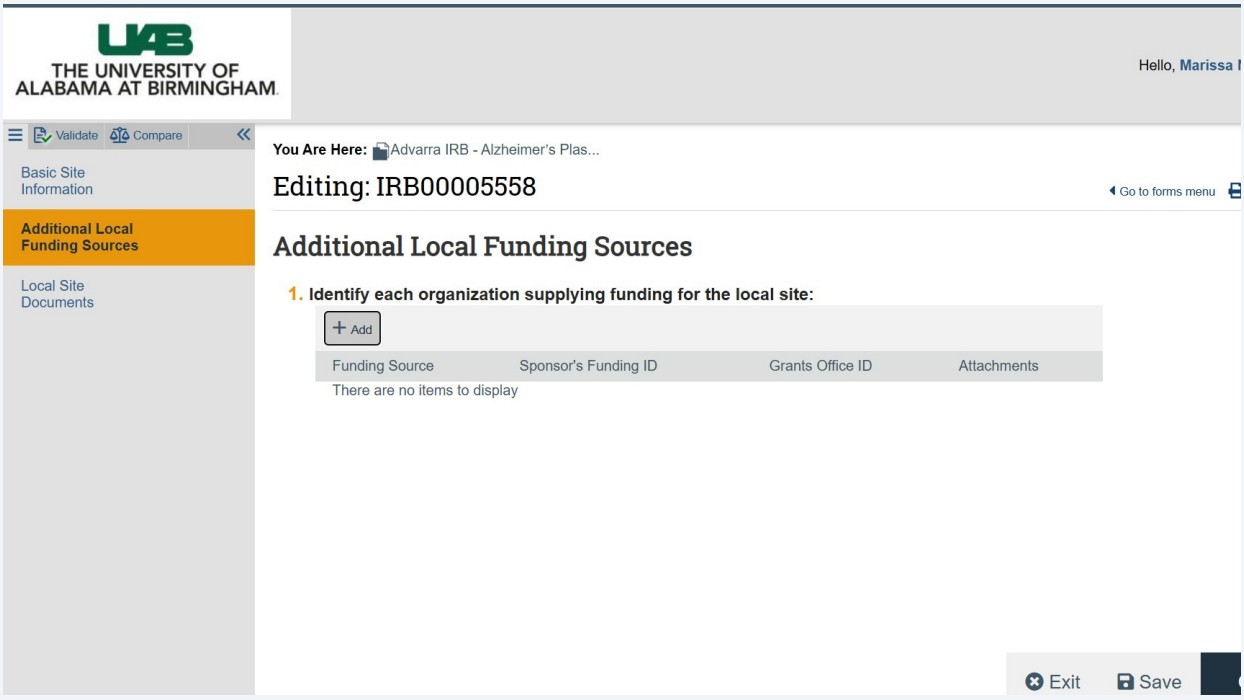
10 This opens the Study application. Please take the opportunity to check that any migrated information is correct and make any necessary changes.

Select "Continue"



11 Additional Local Funding is not common, but if this applies to your study add that source.

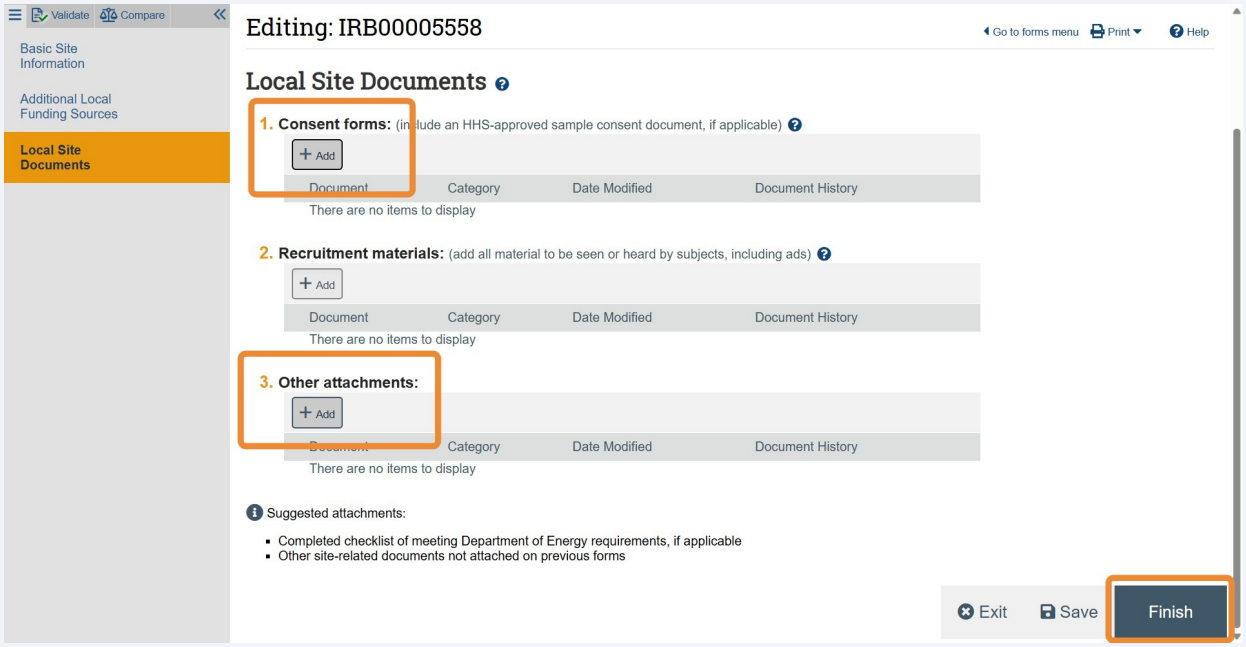
Select "Continue"



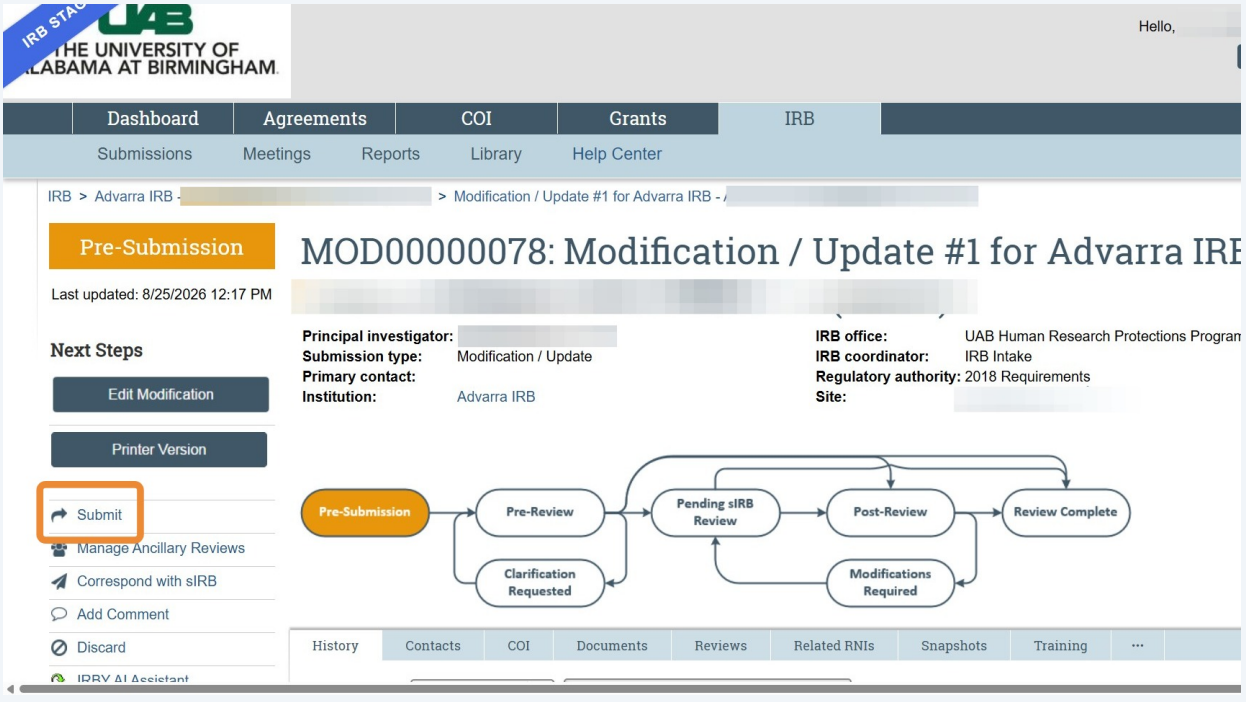
12 Select "Add" in #1 Consent forms to add any site consents

Select "Add" in #3 Other attachments to add the External IRB Continuing Approval Documentation

Select "Finish"



13 Select the "Submit" activity



14 Certify and Click OK to submit.

