

It's how we treat people.

May 13, 2025

How to Submit a Continuing Review

Who can submit continuing reviews?

Only the PI and PI proxies

- Any approved team member may <u>create</u> and edit continuing reviews in pre-submission state but **cannot submit**.
- Study team members, other than the PI, must be assigned as proxies to submit.

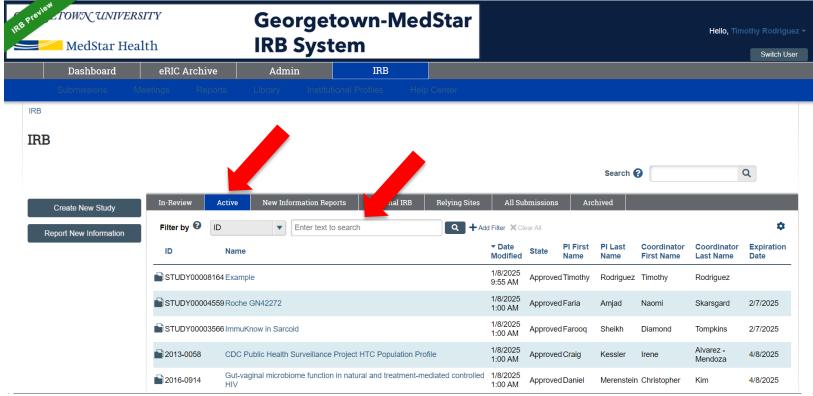


 When you log into the system, you will be brought to your inbox. Select the IRB tab to find your study.



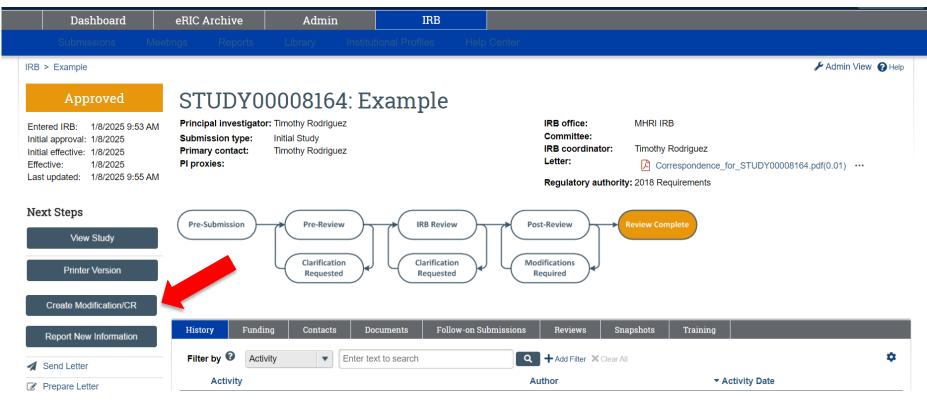
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 Select the Active tab to show your currently approved studies. Then use the search box to find the study you would like to submit a continuing review for.





 This is a study home page. Select Create Modification/CR to begin the continuing review application.

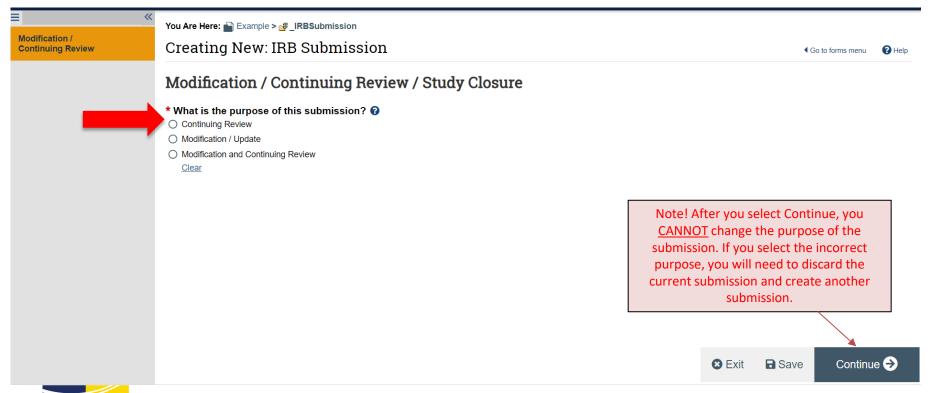




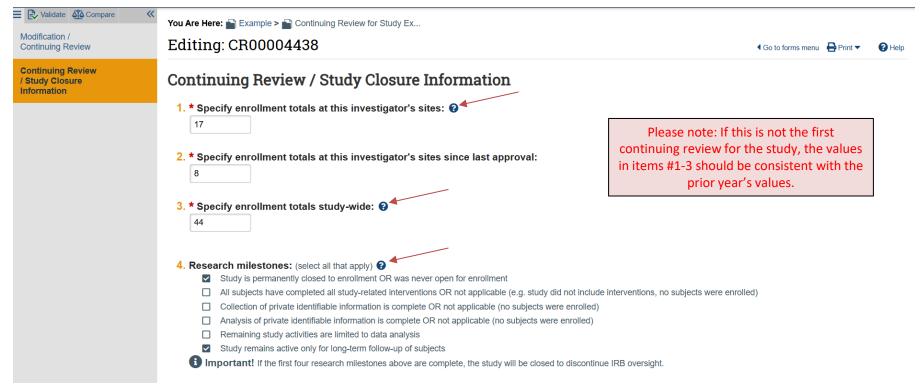
Select Continuing Review.

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 If you would like to update the study in addition to the continuing review, please select Modification and Continuing Review.

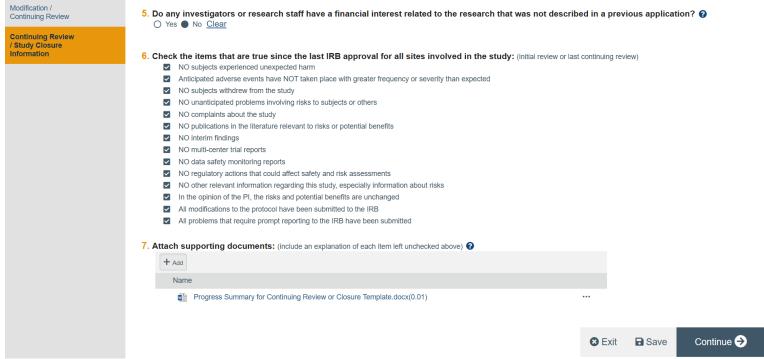


- Complete items #1-4.
 - Use the question mark icon to get more information about each item.



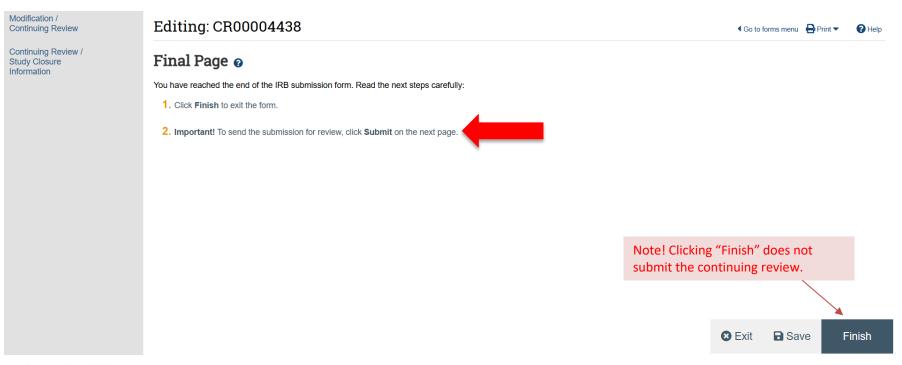


- Complete items #5-7.
- Attach the <u>required</u> Progress Summary document in item #7. This template can be found in the ORI website. If applicable, please also attach other documents such as DMC, SAE reports, and protocol deviation logs.





- On the final page of the continuing review, click Finish.
- This will send you to the study homepage.
- This does not submit the continuing review.

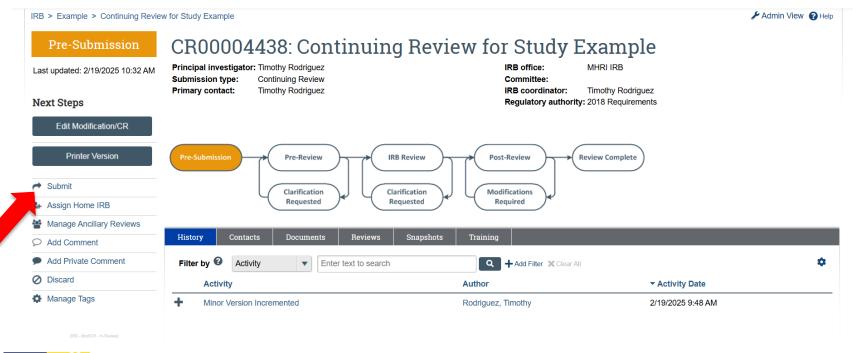




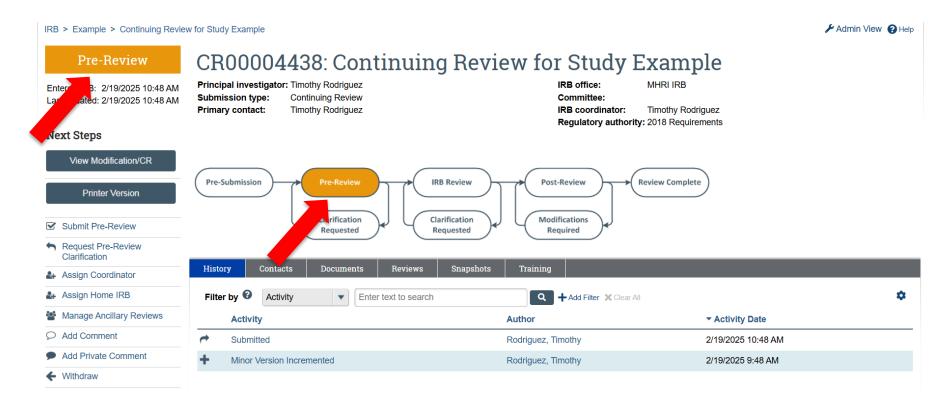
- After clicking Finish, you will be returned to the continuing review home page.
- Once on the home page, click Submit to submit your continuing review.
- Only the PI or the PI proxies can submit.

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If you are not the PI or PI Proxy, you will not see the Submit option.



After clicking Submit, the status in the orange box should indicate "Pre-Review".





Congratulations! You have successfully submitted to the MHRI IRB.

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