Continuing Review Submission in myResearch for Studies Relying on an External IRB

V4.14.20

The continuing review submission must include the following documentation:

- **Study Information:**
  - Current Protocol
  - Approval Letter – Update the expiration date in the External IRB information section
  - DSMC report if available
  - Other study documents as applicable

- **Site Information:**
  - Current local site consent forms
  - Redacted Consent and I/E checklist (if applicable)
  - Other local site documents if applicable
  - Updated I/E checklist (if the protocol version has been updated)

Once the Department Chair has completed the ancillary review, the package may be submitted for acknowledgement.

**PRE-REVIEW**

- Once the package is received by the Office of Research Compliance (ORC), the Reliance Administrator will conduct the internal review checks to verify the following:
  - Training completion by all study team members.
  - Chair approval in place
  - QA check of project documents
  - COI disclosure completion

- After the local review is complete the submission will be moved to Review Complete.