



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.

