Creating a Continuing Review

Important Information

- Study teams receive an email reminder that their research application is due for a continuing review 30, 60, and 90 days prior to the study expiration date.
- Create a continuing review to renew or terminate your study.

eResearch Home Workspace

1. Click **Approved** to display approved studies.
2. Click the **Name** of the study to view the approved study workspace.

Study Workspace

3. Click **New Continuing Review**.
4. Enter a title for the continuing review.  
**Note:** To make tracking the continuing review easier, include the HUM# of the original study in the title.

5. Click **Continue >>**

6. Complete the required information on each page.

7. Click **Continue** to move to the next page of the continuing review form.

8. Click **Submit Scheduled Continuing Review** from the End of Continuing Review or the Study Workspace.
9. Click **OK**.

**Note:** Track the progress of a continuing review in the Home Workspace under the **In Progress** tab.

Once the continuing review is approved, the amendment is viewed under the Study. Use the **Continuing Reviews** tab in the Study Workspace to view the amendment.