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.

**eResearch Home Workspace**

1. Click the **Approved Studies** tab to display approved studies.
2. Click the **Name** of the study to view more detail.

**eResearch 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 name 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 study.

8. Click Finish at the end of the continuing review.
9. Click **Submit Scheduled Continuing Review**.

Submit Scheduled Continuing Review Window

10. 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, it is viewed under the **Approved** tab.