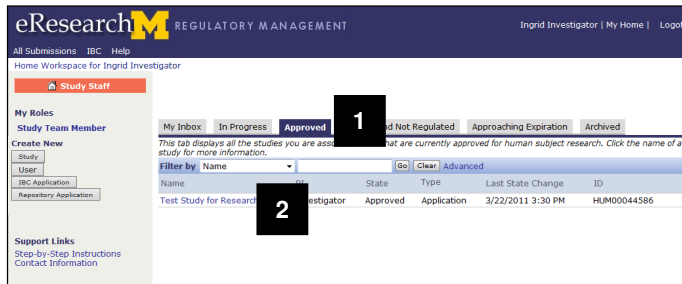


Creating a Scheduled Continuing Review (SCR)

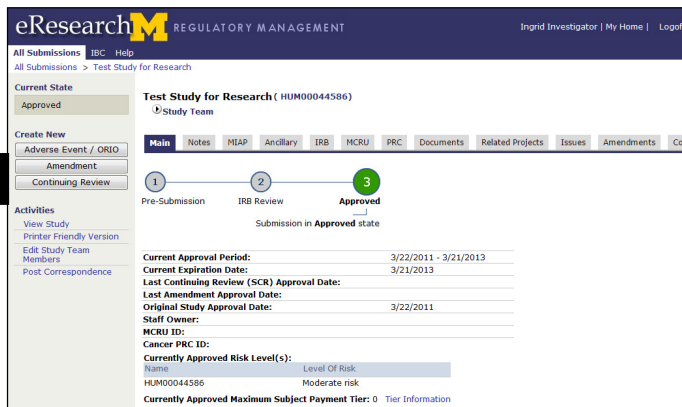
Study teams receive an email reminder that their research application is due for a Scheduled Continuing Review (SCR) 30, 60, and 90 days prior to the study expiration date. Create an SCR to **renew or terminate** your study.

eResearch Home Workspace



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

Study Workspace



3. Click **Continuing Review**.

Continuing Review Form

4. Enter an **SCR or Termination Title** or verify that the field automatically populates with a title.

Note: To make tracking the continuing review easier, include the HUM# of the original study in the title if you enter your own title.

5. Click **Continue**.

6. Complete the required information on each page of the Continuing Review Form.

End of Continuing Review

7. Click **Submit Scheduled Continuing Review** on the End of Continuing Review page.

Notes:

- If desired, run an **Error Check** and correct any errors before submitting the SCR.
- Click **Move to Ready to Submit Inbox** if you are not ready to submit yet. The Ready to Submit Inbox is located under the **My Inbox** tab of your Home Workspace.

Submit Scheduled Continuing Review Window

8. 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.