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 Report**

4. Enter an **SCR 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 Report.
End of Report

7. Click **Submit Scheduled Continuing Review**.

**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

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.