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 Form].

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.
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.

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.