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**.

**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.