Create and Submit a Repository Application Continuing Review

Once a repository application has been approved, a Continuing Review can be created to establish a new approval interval. A Continuing Review (CR) can be initiated by repository personnel with edit rights listed on the approved application, **but it can only be submitted for review by the repository director**. After submission, the Continuing Review is locked and no further changes can be made unless requested by a reviewer. Only one Continuing Review submission for a Repository Application can be in progress at a time.

This procedure contains two parts:
- Creating a Repository Application Continuing Review
- Submitting a Repository Application Continuing Review

Creating a Repository Continuing Review

**Home Workspace**

1. Click Approved to display approved applications.
2. Click the Name of the repository application to view the approved Application workspace.

**Repository Workspace**

3. Click Continuing Review.

**Note:** Only one Continuing Review per Repository Application can be in progress at a time.
Continuing Review

4. Review the details of the Repository Application and scroll down.

5. Check the applicable boxes to describe repository activities of the past approval interval.

6. Check the applicable boxes to indicate plans for the next approval interval.

Note: Depending on the answer selected, additional questions may display.

7. Click Finish.

Notes:
- The repository application will have a CR ID number appended to it, where the CR number will increase sequentially for each CR submitted.
- The repository application is in the state of SCR Pre Submission

Continuing Review Workspace

8. To notify the Repository Director that the continuing review is completed, click Move to Ready to Submit Inbox.

Note: To open a Continuing Review that is in-progress, click Edit Application from the continuing review workspace.
Submitting a Repository Application Continuing Review

Only the Repository Director can submit an application’s Continuing Review.

Home Workspace

1. On the My Inbox tab, under Require Action by Study Team, click on the Name of the continuing review. It should be in the state of SCR Pre Submission.

Continuing Review Workspace

2. Click Edit Application to open and review the continuing review.

Continuing Review

3. Review and Save any changes, if needed. Click Exit to return to the continuing review workspace.
4. Click **Submit**.

**Note:** The system validates that all required fields are complete. Any errors must be addressed before the CR can be submitted.

5. Click **OK**.

**Notes:**

- The state of the repository application changes to **IRB Review**, and you are returned to the continuing review workspace.
- **Note:** **SCR in Progress** will display on the Repository Application’s workspace.