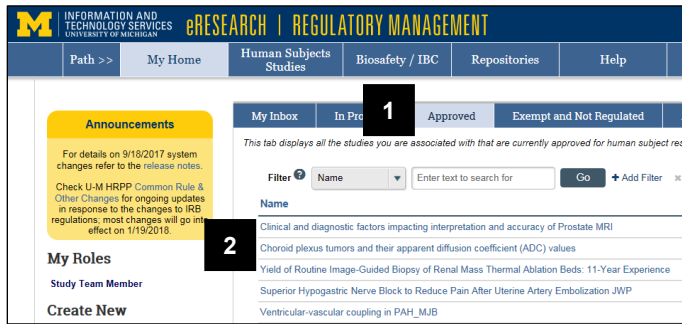


## Creating a Scheduled Continuing Review (SCR)

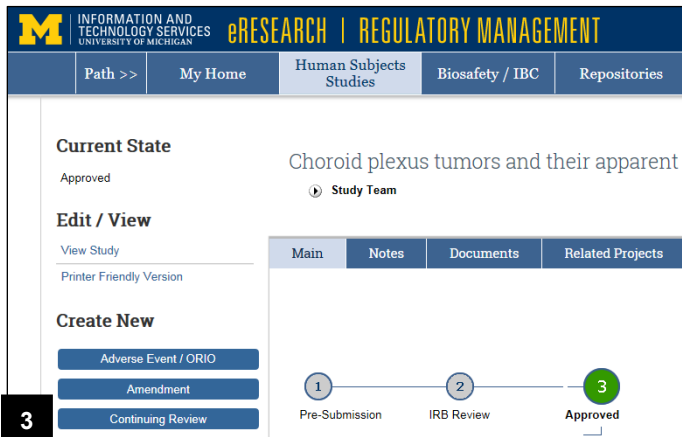
Study teams receive an email reminder that their research application is due for a Scheduled Continuing Review (SCR) 30, 60, and 90 days prior to the study expiration date. Create an SCR to **renew or terminate** your study.

### eResearch Home Workspace



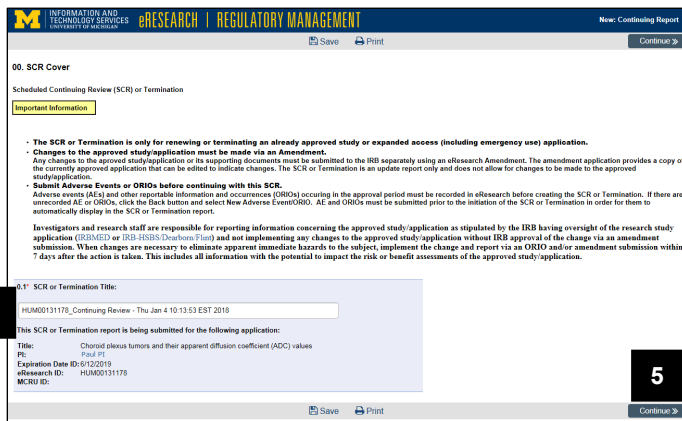
1. Click the **Approved** tab to display approved studies.
2. Click the **Name** of the study to view the approved study workspace.

### 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

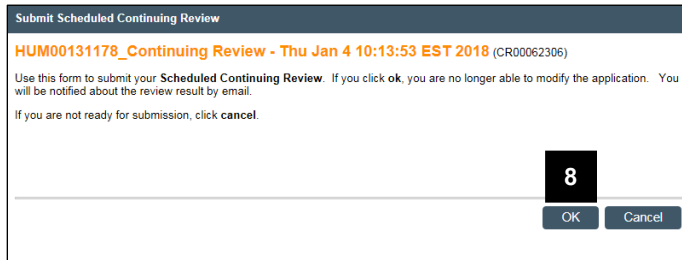


### 7. Click **Submit Scheduled Continuing Review**.

#### 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.