

## *IRB Continuing Review*

Approval Date: 11DEC2021

Revision Date: NA

1. Go to IRB link and find the IRB Continuing Review Form. Complete as requested (there are small differences for each IRB).
2. Print a copy of the IRB Continuing Review Form and file into CRIO under IRB Correspondence Folder (YYYYMMDD Continuing Review Form).
3. The IRB will email an acknowledgement of receipt. File this email in CRIO under IRB Correspondence as well (YYYYMMDD Acknowledgement of Continuing Review Receipt)
4. Once the Continuing Review is completed by the IRB an email will arrive with a link to the approval documents. Follow this link and file the Continuing Review Letter under IRB Correspondence (YYYYMMDD Continuing Review Letter Expires YYYYMMDD). Mark the expiration in CRIO under expiration and turn on reminder for one month prior.