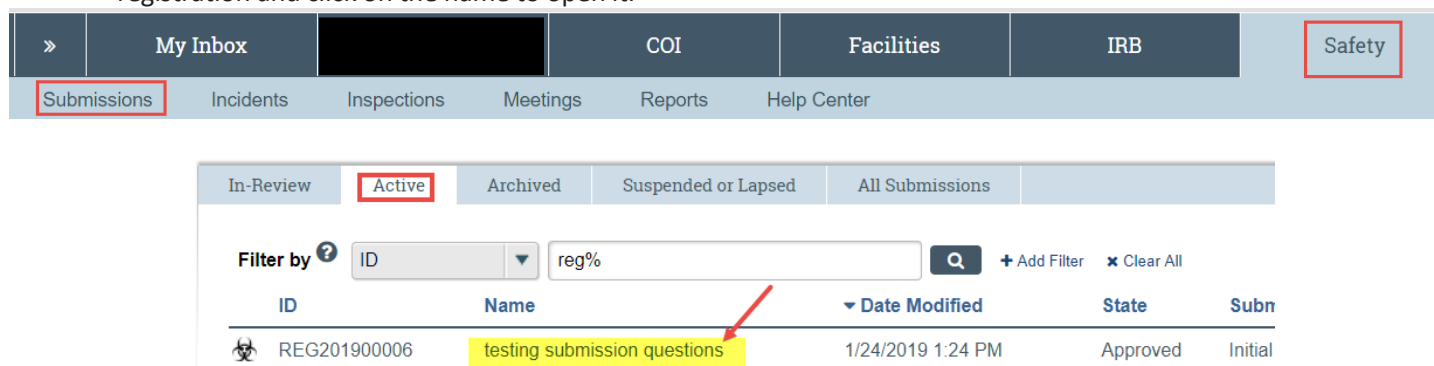


## How to Submit a Continuing Review

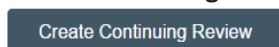
**Please Note:** The Continuing Review form has been retired and transitioned into an online smartform.

### Create a Continuing Review

1. From the “Safety” > “Submissions” screen, click on the “Active” tab to navigate to the appropriate approved lab registration and click on the name to open it.

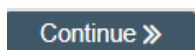


2. Click **Create Continuing Review** on the left side of the screen.



**NOTE:** If you do not see this button, that means there is already a Continuing Review submission in the works. Contact the RPO Office if this is unexpected.

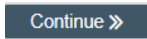
3. Review the Continuing Review Introduction and click the Continue button way over on the right.



4. There are two smartform views. Answer all questions. Those with a red asterisk (\*) are required.

#### 1. Safety Changes

(if you answer yes, you will also need to submit an Amendment separately to provide details)

Click the  button

#### 2. Safety Accidents and Problems

(if you answer yes, you will also need to submit an Incident separately to provide details)

Click the  button

## Submitting the Continuing Review to the IBC Office for Processing

After clicking “Finish” to exit the Continuing Review (CR), the status of the submission will still display as “Pre-Submission” and will remain visible in your “My Inbox” until submitted to the IBC Office for processing.

To submit a finished CR submission to the IBC Office for their review and processing,

1. Make sure the CR submission is open
2. Click the activity on the left that says “**Submit**”. If you do not see a “Submit” activity, see the bottom of this document for guidance.

Pre-Submission

Continuing Review Next Steps

Edit Continuing Review

Printer Version

View Differences

Submit

CR201900002

CR number

Continuing Review for

REG 201800011

Lab registration number

Principal Investigator: Kim Aakre

Specialist:

Primary Contact:

Admin office: Safety

PI proxies:

Submission Type:

Safety Review Type:

Letter:

Last day of continuing review period:

Approval Date:

Continuing Review Biosafety

Pre-Submission

Specialist Review

Clarification Requested

Committee Review

Clarification Requested

Post-Review

Modifications Required

Review Complete

NOTE: A Pre-Submission status means the CR has not yet been submitted to the RPO Office. Click the Submit activity to send it to the RPO Office.

If there are any required fields that you forgot to enter, the Submit process will display them. You can use the pop-up to Jump To those particular screens quickly and enter the missing data.

Error/Warning Messages

Refresh

Message

Field Name

Jump To

⊖ This is a required field; therefore, you must provide the required information.

localSinceActivation

Continuing Review / Study Closure Information

**NOTE:** These Errors/Warning Messages only appear if required field entry was missed.

When clicking the **Submit** activity, once all required field entry is complete, certification text will appear.

1. Read the text
2. Click the “I agree to the assurances above” checkbox (required)
3. Click **OK**

The status of the CR submission is no longer “Pre-Submission”. It has changed to “Specialist Review” indicating it is in the hands of the IBC Office for processing.

You will also note that the CR is now in View Mode and no longer in Edit mode.

CR201900002

## Continuing Review for PR

**Principal Investigator:** Kim Aakre  
**Specialist:**  
**Primary Contact:**  
**Admin office:** Safety  
**PI proxies:**

Pre-Submission → Specialist Review → Committee

Clarification Requested → Specialist Review

Specialist Review → Clarification Requested

The Continuing Review has now been submitted and removed from your “My Inbox.” It now displays in the IBC Office “My Inbox.”

**ITIP** – By clicking the “Printer Version” button, you can print out the CR in its entirety if you so desire.

**REMEMBER:** Click the activity on the left that says “**Submit**”. If you do not see an activity called “Submit” that means that you are not designated as the PI or the Proxy.

### **Submission Rules:**

- Only the PI and any assigned Proxies have the authority to submit requests to the IBC office. And therefore, they are the only ones who will have the “Submit” activity.
- Only the PI is able to assign a new Proxy. See the user guide called “[How to Assign A Proxy](#)” on the UVMClick-IBC website.
- A Proxy must be a member of the study team membership list and have completed the required training.