

Continuing Review Submission Guidelines

The continuing review report will be updated shortly, please go to the IRB website to make sure you are using the most recent version:

Please complete and submit the following in order to avoid a lapse in your approval:

- 1.) **2 copies** of the continuing review report **signed by the PI**.
- 2.) **1 clean** copy of the currently approved consent for stamping (if the study is closed to enrollment you do not need to send a clean copy of the consent).
- 3.) **1 stamped** copy of the currently approved consent.

The continuing review report form is available on the IRB web site:

<http://www.upstate.edu/researchadmin/compliance/irb/>

PLEASE NOTE: The PI, co-investigators and all members of the study team must successfully complete the CITI training program in order for this study to receive continuing approval. It is the responsibility of the PI to identify all members of the study team and ensure they fulfill this requirement. Here is the link for registration:

<http://www.upstate.edu/researchadmin/compliance/irb/education.php>