Continuing Review of a Currently Approved Study

Complete the following 3 steps to submit your study to COMIRB for Continuing Review.

**Important note:** if you plan to request any changes to your study (including personnel changes) in addition to requesting Continuing Review of your study, you must submit those change requests in an Amendment submission separate from your Continuing Review. That is, you will be making two separate submissions to COMIRB via the eRA(InfoEd) website: a Continuing Review submission to request that your study be authorized for another year, and an Amendment submission to request the changes to your study.

1. **Review the training of your study personnel.**
   Open the Personnel form on your submission. If any study personnel need to renew their CITI training, please ask them to do so. This will prevent delays in renewing your approval. CITI training requirements are listed [HERE](#).

2. **Complete annual Conflict of Interest Disclosures.**
   Ask your study personnel if they have submitted their annual COI disclosure in the past 12 months. This will prevent delays in renewing your approval. Information on the COI disclosure requirements and process can be found [HERE](#).

3. **Review COMIRB requests from the previous year.** Review COMIRB approval letters over the past year and make sure you have responded to any requests for changes.

4. **Complete the Continuing Review Form,** which can be downloaded by [clicking here](#).

5. **Compile all supporting documents relevant to your study.** A list of possible supporting documents is provided [here](#).

6. **Submit the materials to COMIRB via the eRA(InfoEd).** Information about Continuing Review requirements can be found by [clicking here](#).