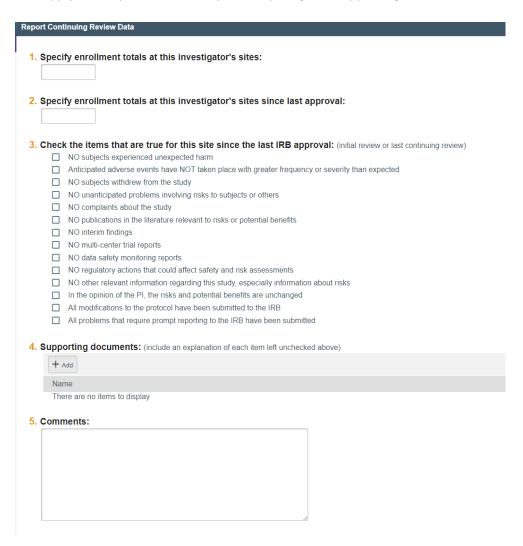
Continuing Review for External IRB Study Guidance for Researchers

Use these directions to request an extension of your expiration date in the RAP for a study where the University of Oregon (UO) is not the IRB of record and is relying on another IRB for review and approval. As the UO uses the approval letters from the IRB of record to identify the expiration date, this is a two step process to report the continuing review data and submit a modification with the updated approval memo from the external IRB.

1. Go to the parent study for your external IRB project in the RAP. This is the submission that begins with "STUDY" and then a series of eight numbers (e.g., STUDY00000000).



- 2. Click "Report Continuing Review Data"
- 3. In items 1 and 2, complete the questions about your enrollment numbers. For item 3, check all that apply. Note: please do NOT upload anything into supporting documents.



4.	Cl	ıc	k	\cap	k

Create Site Modification

- 5. Click Create Site Modification
- 6. Click Modification/Update
- 7. Click Other parts of the site then Continue
- 8. In item 1, describe the enrollment status. In item 2 indicate whether you plan to notify subjects about the changes in the modification. If you are not changing anything that impacts subjects, you can leave those boxes in item 2 blank. In item 3, describe what you are changing (e.g., uploading most recent approval letter from IRB of record, uploading most recent IRB approved documents from main site, updating funding details).

Modification Information

	v enrollment status:
	No subjects have been enrolled to date
	Subjects are currently enrolled
	Study is permanently closed to enrollment
	All subjects have completed all study-related interventions
	Collection of private identifiable information is complete
2. Notifi	cation of subjects: (check all that apply)
	Current subjects will be notified of these changes
	Former subjects will be notified of these changes

- 9. Click Continue
- 10. Update the applicable sections of the RAP smartform for your reliance. The approval letter and other approved materials will go in the Local Site Documents section (Other attachments). If you have a local UO consent form or a local UO recruitment materials, include them in the corresponding sections as applicable.
- 11. Click Finish
- 12. Click Submit