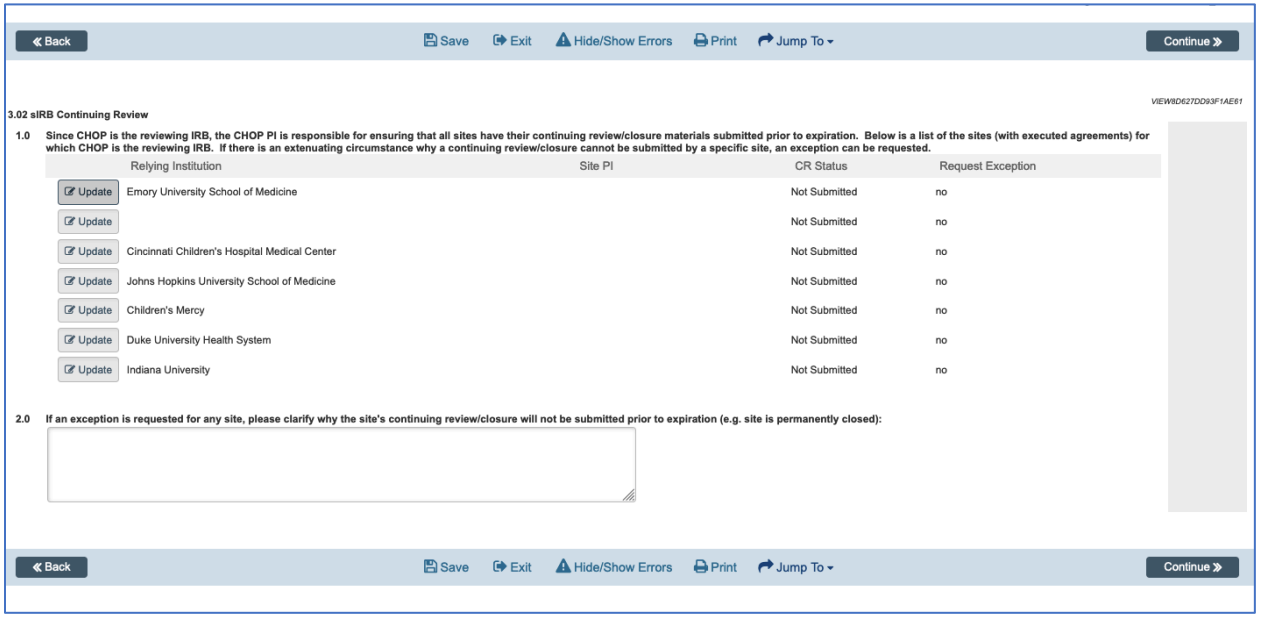
CHOP's IRB Portal for Relying Institutions
Continuing Review

Create the Continuing Review Application: CHOP Study Team

- At least 30 days prior to the expiration date the CHOP Study Team should create and submit in eIRB the Continuing Review for the study.
- Encourage each Relying Institution to also complete the continuing review application for their participation (see instructions in this document).

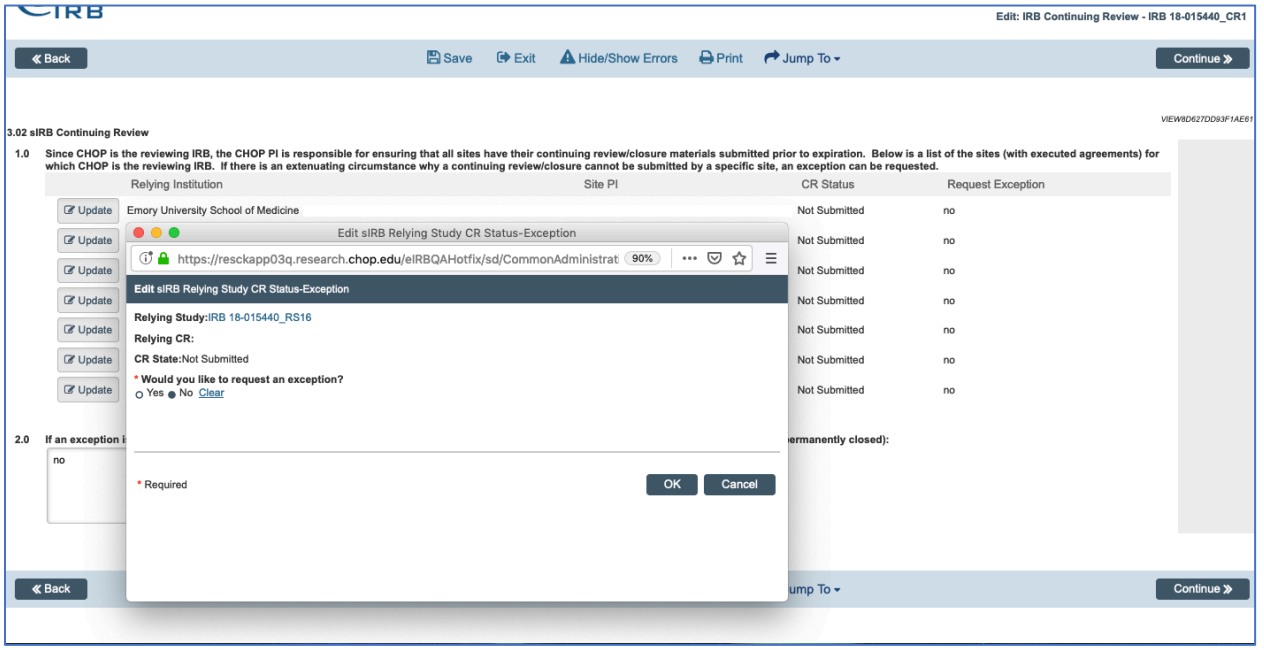
Section 3.02 sIRB Continuing Review

- An additional section of the application will be required.
- The investigators who have been approved by CHOP should be listed along with the status of their continuing review application.



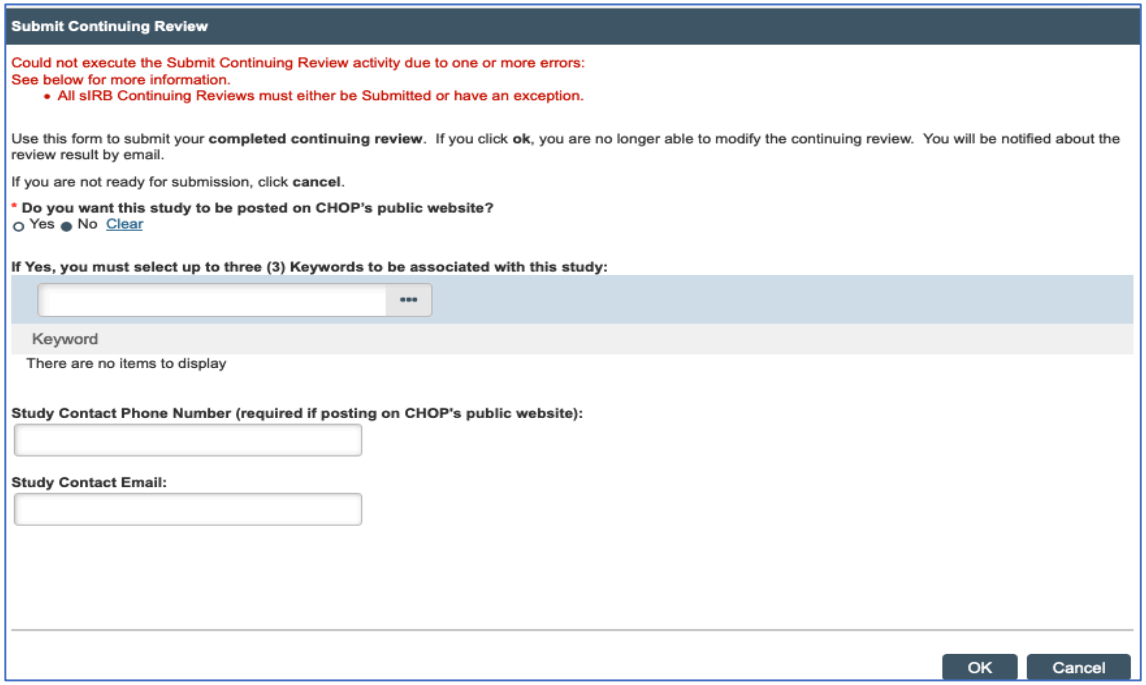
Section 3.02 sIRB Continuing Review – Exception from Current CR Review

- Select ‘Update’ to request an exception for a specific Relying Institution. Only IRB approved Relying Institutions will be included in the list is Section 3.02 (Q1.0).
- If the Relying Institution is not able to submit the required Continuing Review (e.g. submitting a closure), indicate that an exception is requested. This will allow the investigator to submit the Continuing Review for the other institutions and CHOP.



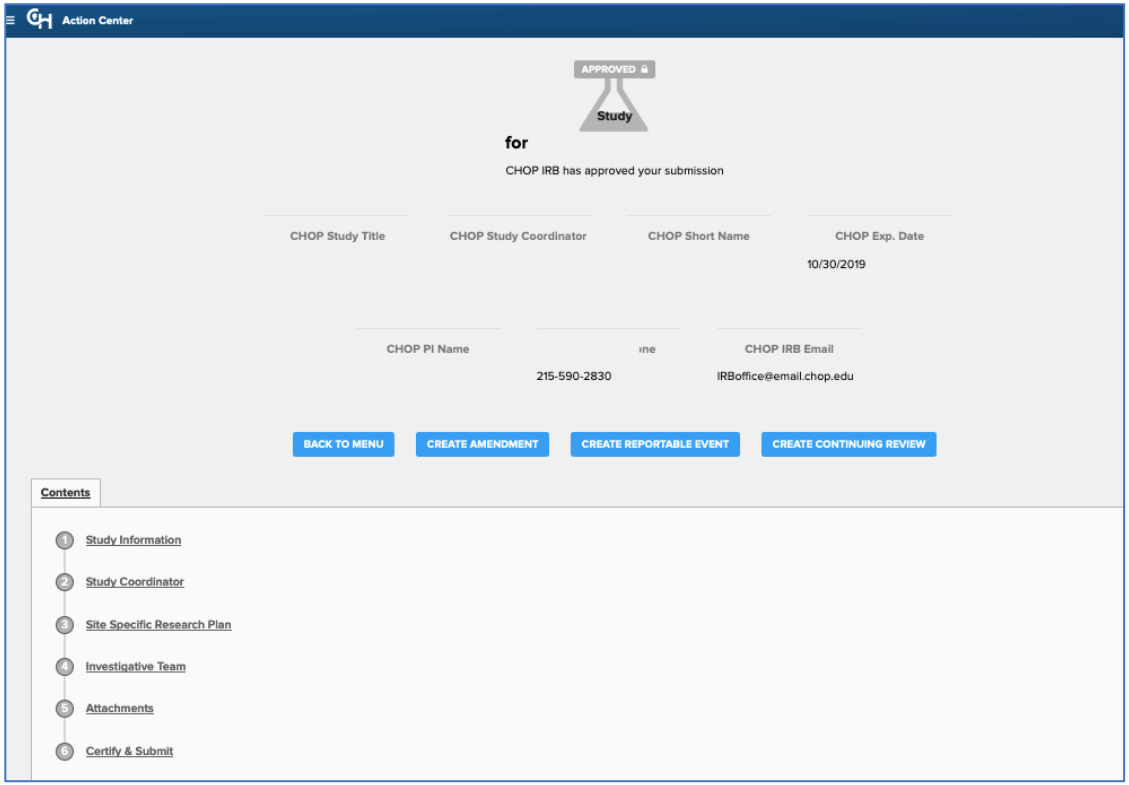
Missing Relying Institution Continuing Reviews or Exceptions

- If at least one Relying Institution has not submitted the required Continuing Review an error will result in eIRB.
- Return to Section 3.02 to request an exception.



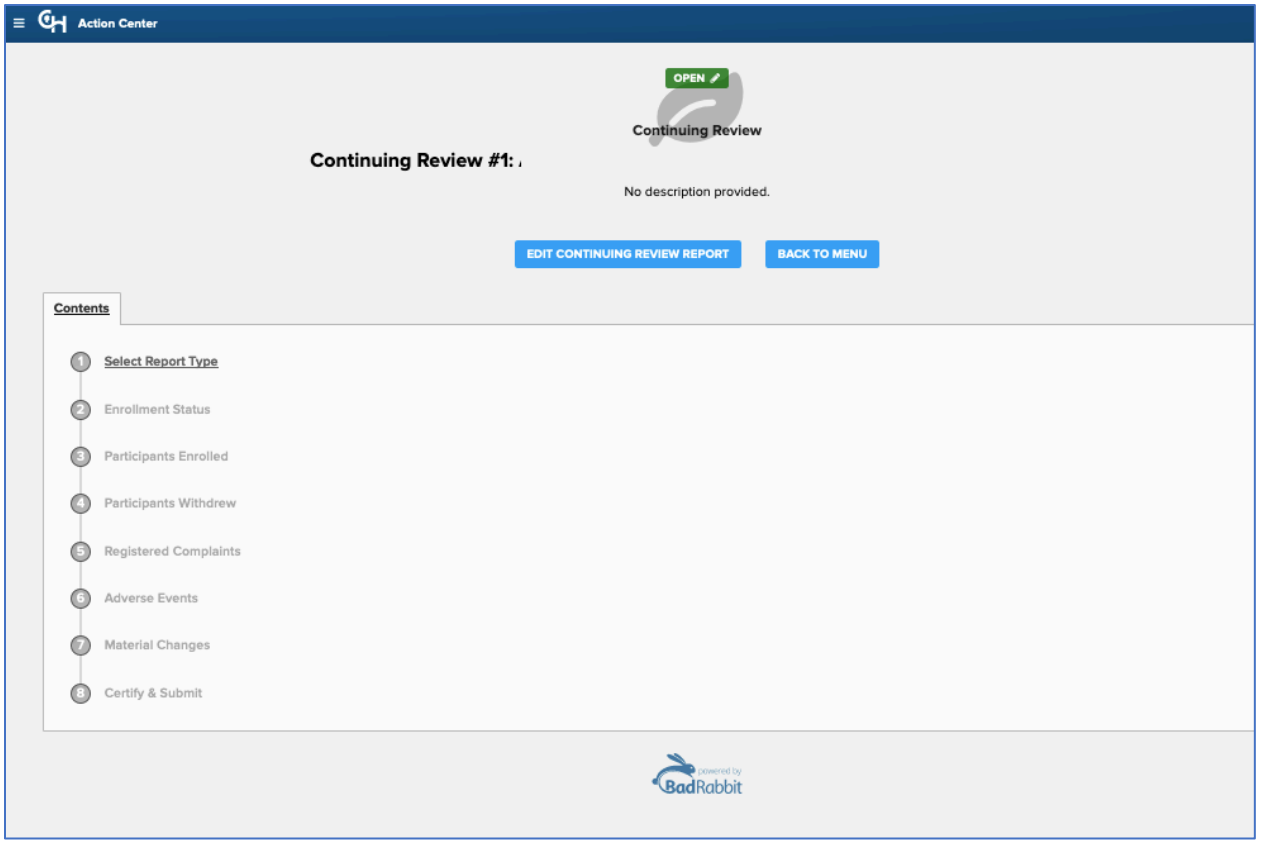
Create the Continuing Review Application: Relying Institution

- Log into the CHOP IRB Portal for Relying Institutions using the same username and password used at the time of initial review by the CHOP IRB.
- The Relying Investigator should select ‘Create Continuing Review’ in the CHOP IRB action center.
- This report should be submitted at lease 30 days prior to IRB approval expiration.



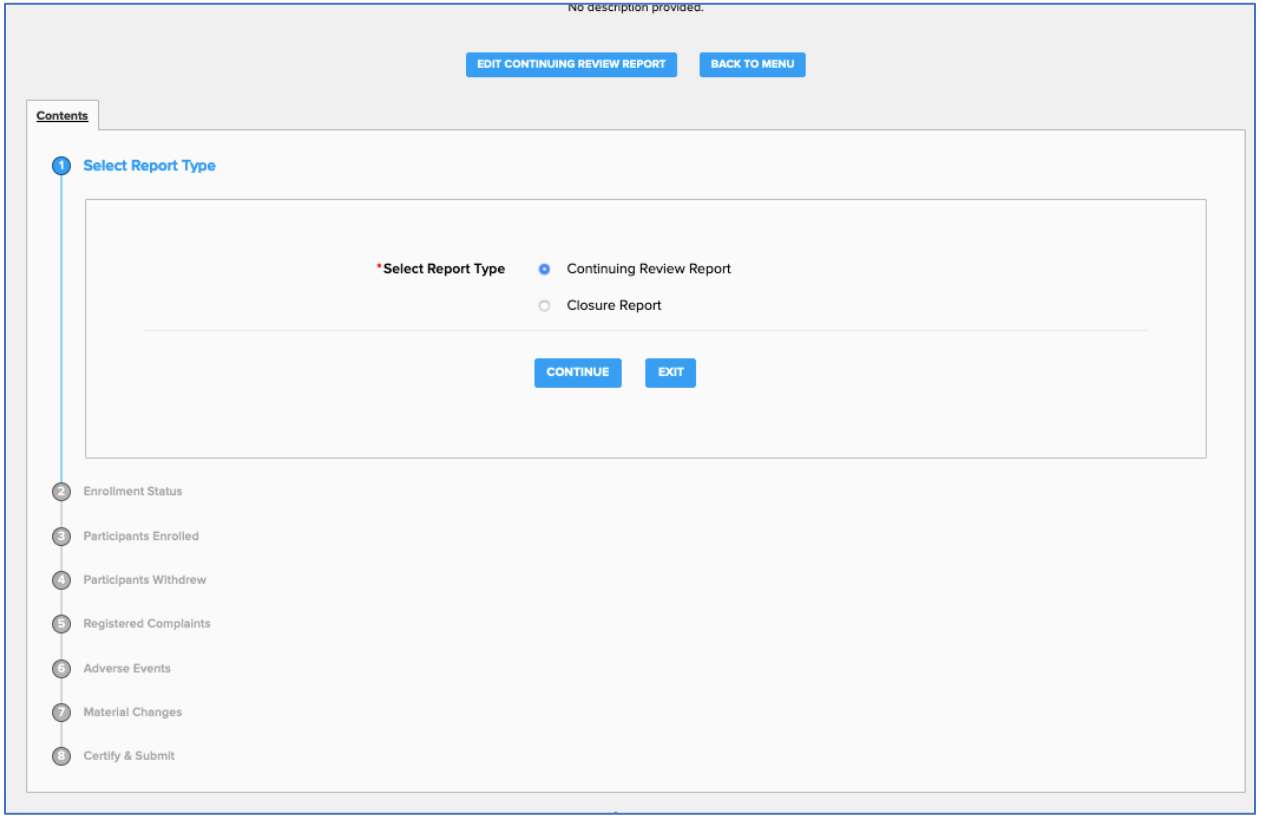
Edit the Continuing Review Application

- Select “Edit Continuing Review Report” to begin the application.



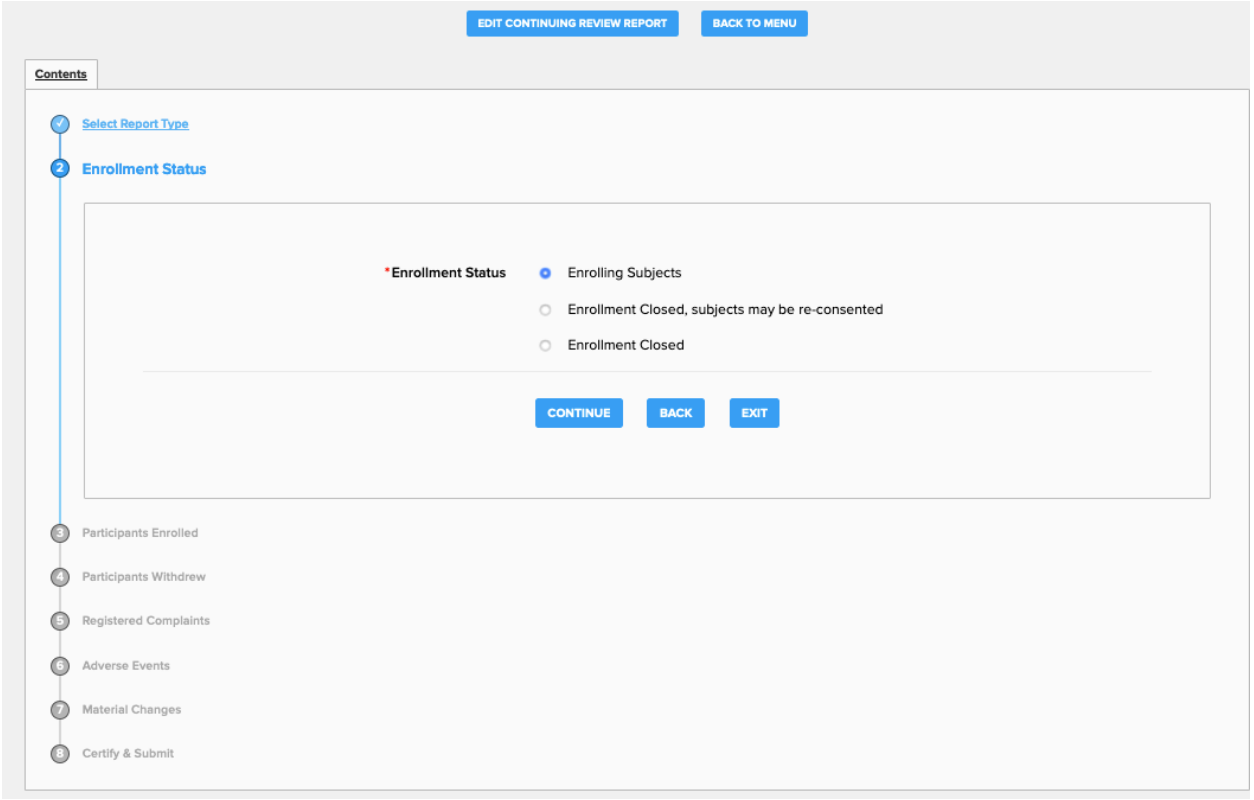
Type of Continuing Review Application

- Select the type of report:
  - Continuing Review – continue human subjects research
  - Closure Report – all human subjects research completed at the Relying Institution



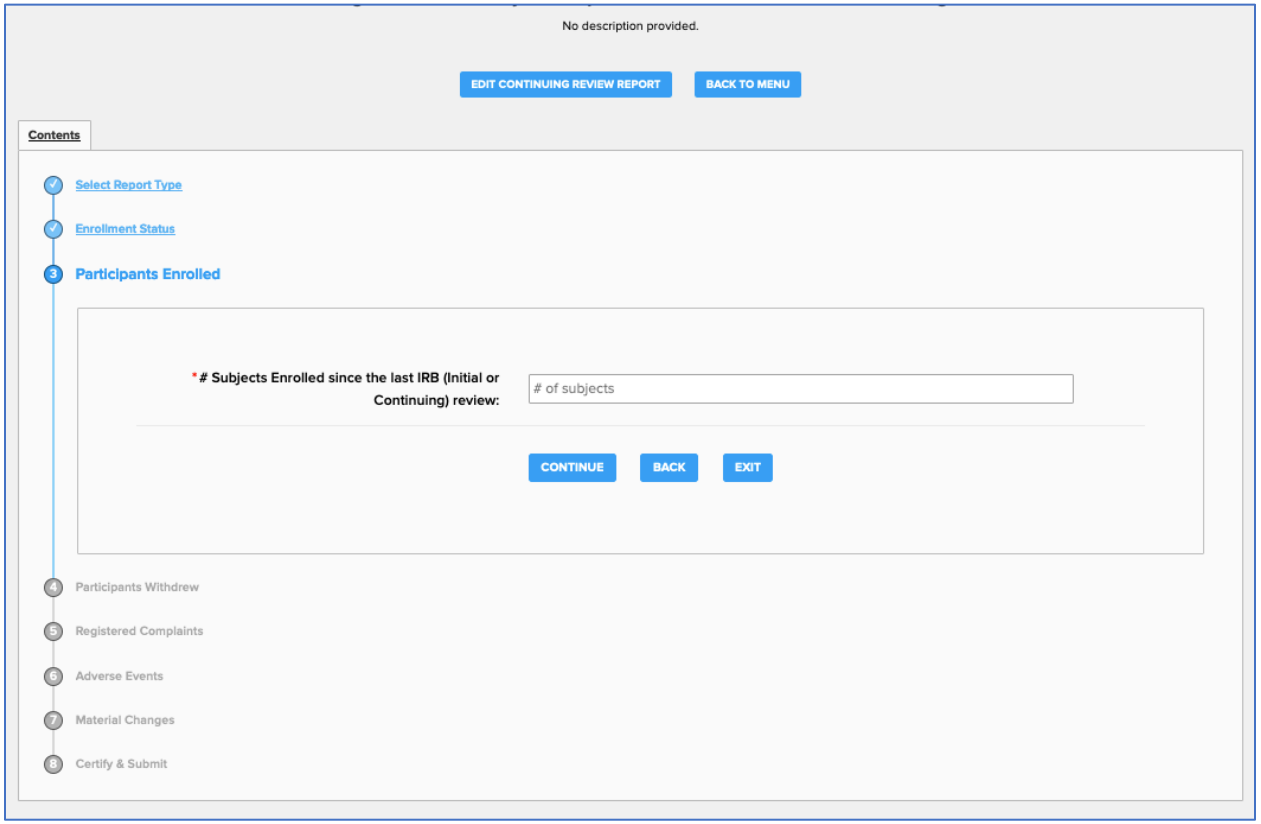
Enrollment Status

- Indicate for the Relying Institution the status of enrollment:



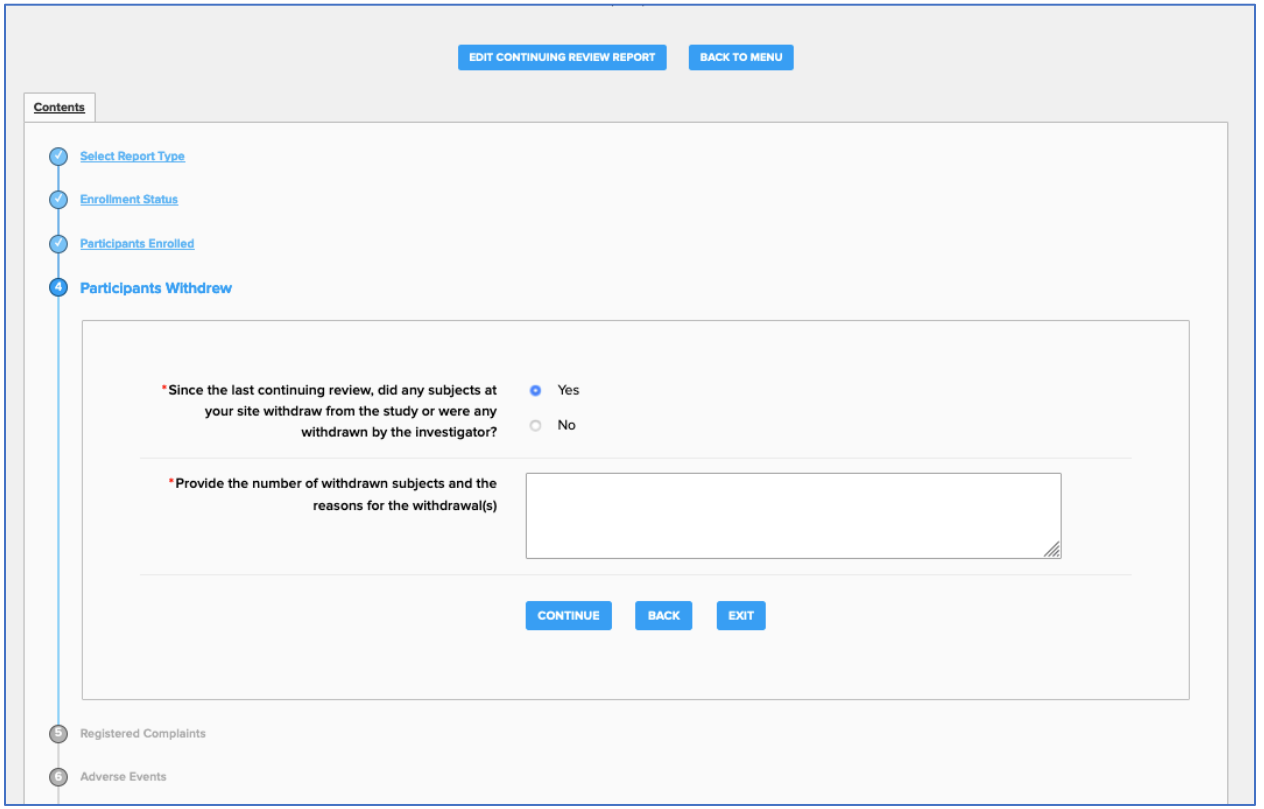
Number of Subjects Enrolled

- Indicate for the Relying Institution the number of subjects enrolled in the research since the last review by the CHOP IRB.



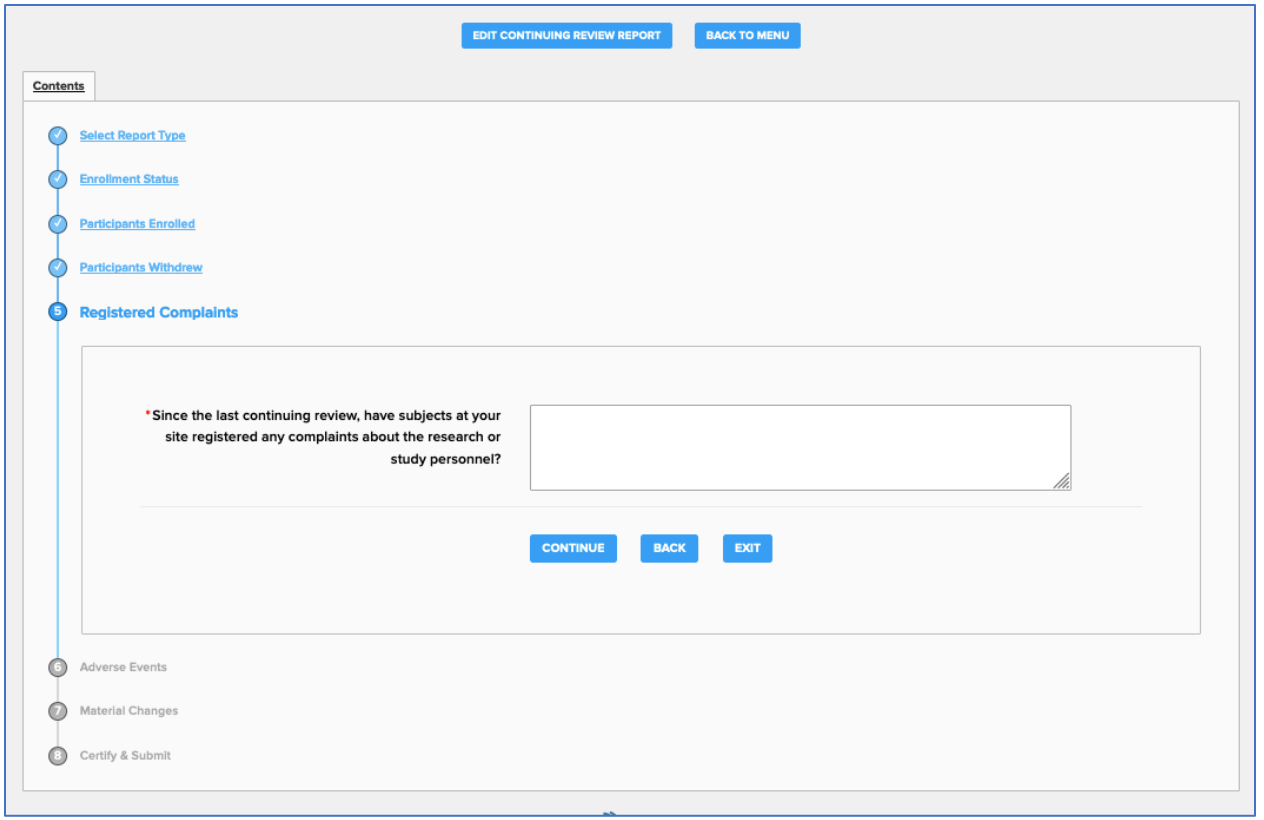
Number of Subjects Withdrawn

- Indicate for the Relying Institution the number of subjects who have withdrawn from the study and the reasons for the withdrawal(s).



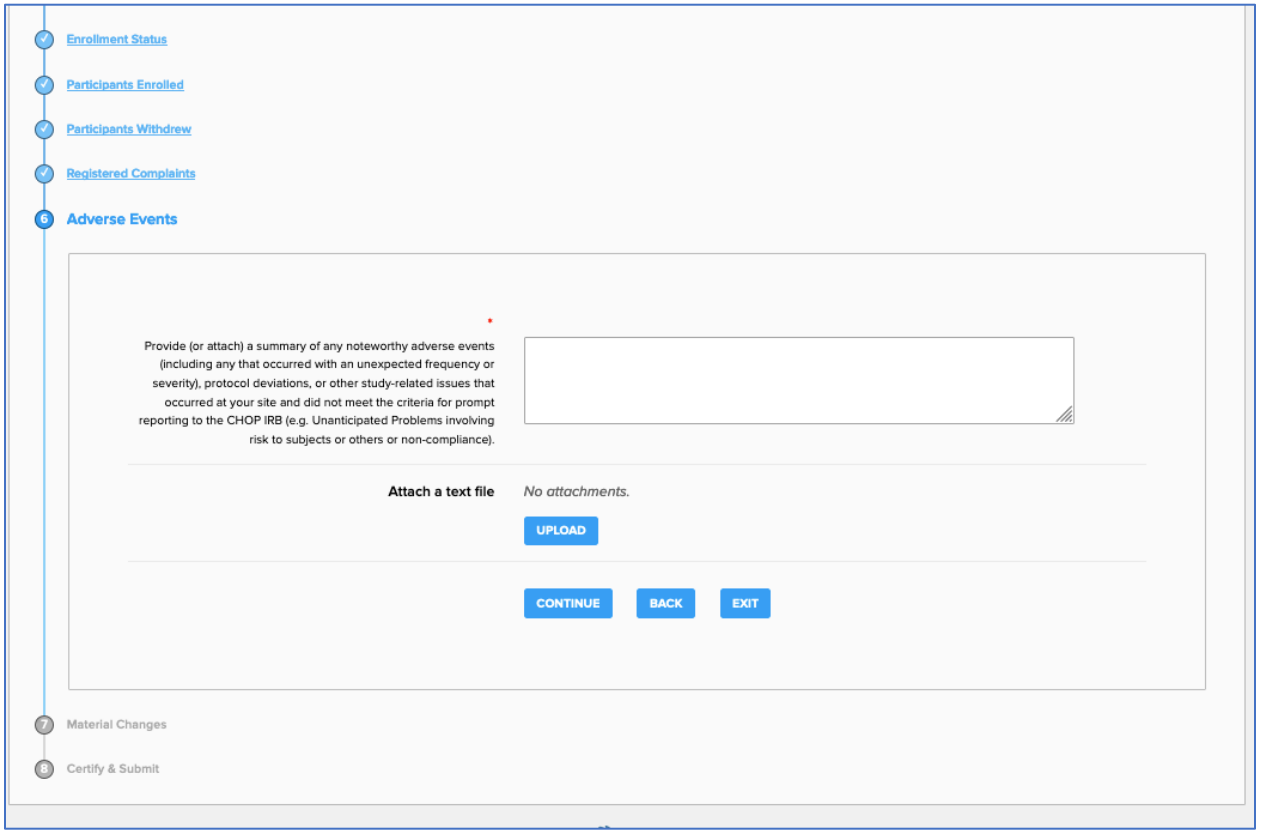
Subject Complaints

- Indicate for the Relying Institution any subject complaints about the research or study personnel.



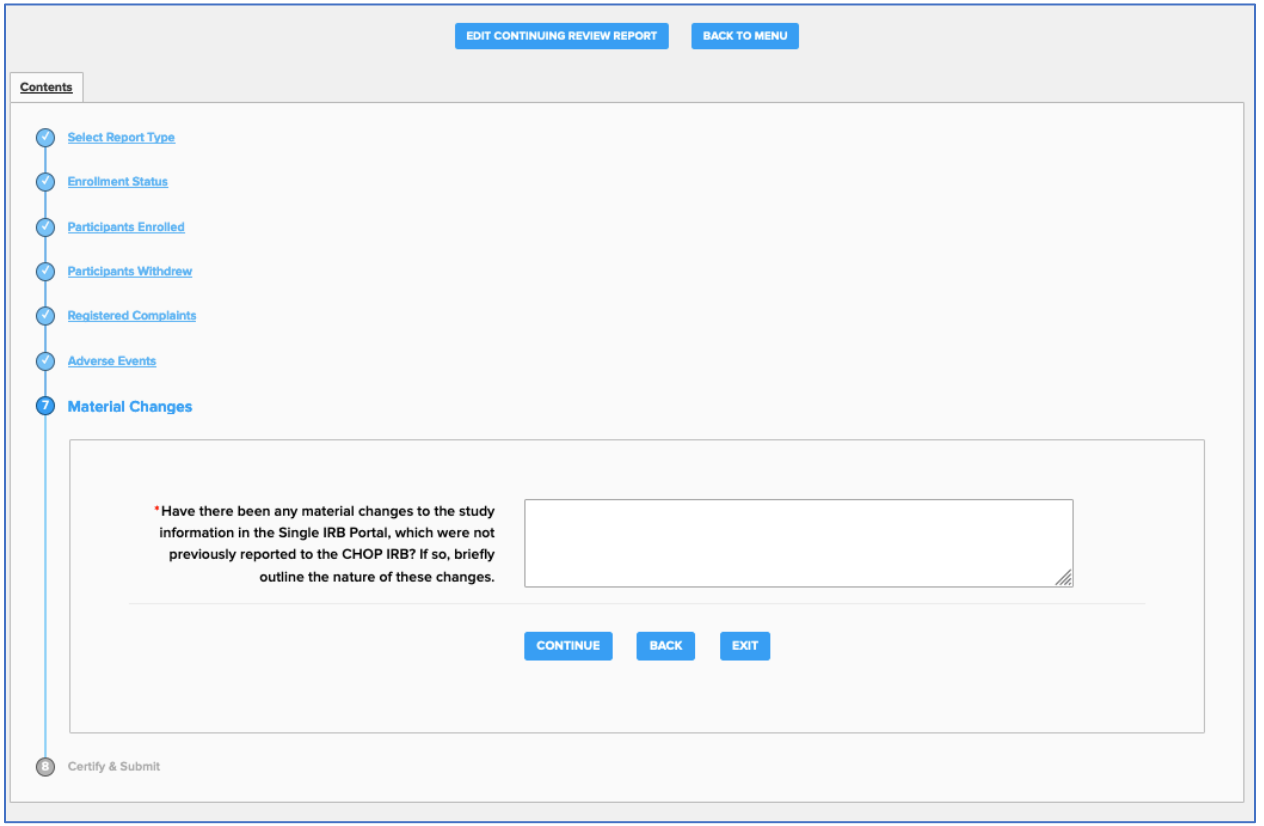
Adverse Events/Unanticipated Problem Involving Risks to Subjects or Others

- Indicate for the Relying Institution any Adverse Events/Unanticipated Problem Involving Risks to Subjects or Others that have not been previously reported to the CHOP IRB.



Material Changes

- Indicate for the Relying Institution if there have been any material changes that have not been previously submitted to the CHOP IRB.
- Include details of the changes.



Confirmation and Submission by the Relying Investigator

- Confirm and submit the Continuing Review application.