**IRB Analyst Review Checklist**

**CONTINUING REVIEW and COMPLETION**

Prior to forwarding an action for IRB review, all actions should undergo an Analyst review. This Analyst review is NOT meant to be an ethical IRB review. The purpose is to ensure that the submission being forwarded for review is complete and appropriate.

**Continuing Review and Completion Submissions**

eIRB Continuing Review Application is complete

Local Study Progress Information Provided (and multi-center report if applicable)

Enrollment numbers and tables up to date

Current enrollment status

Ongoing research activities being conducted at CHOP

Reporting of any adverse events, protocol deviations and violations

Any new findings

Data and Safety monitoring report (if applicable)

HIPAA disclosure information

Copies of publications (if applicable)