**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)