

SUBMIT AN CONTINUATION REVIEW REQUEST

If your original IRB submission was approved prior to IRBNet, you will need to create a new project in accordance with the following instructions, which can be found in the IRBNet library for Researchers:

“Submitting a Previously-Approved IRB Project for the Purpose of Continuation”

1. Log in to [IRBNet](#) and **click on the title of the project you wish to renew**.
2. Click on the ‘**Designer**’ button in the Project Administration menu.
3. You can download the **Continuation Review Request form** on the ‘**Designer**’ page. Under **Step 1**, make sure the UNCO IRB library is selected and download the **Continuation Review Request form**. (*Note: If your original review was completed outside IRBNet, you can confirm the review level of your protocol by contacting Sherry May (sherry.may@unco.edu). Otherwise, you may look under the “Reviews” tab in the Project Administration menu on the very left side of your screen when logged into IRBNet.)
4. Outside IRBNet, complete the **Continuation Review Request form** and save it to your computer.
5. The ‘**Designer**’ page is also where you upload your completed **Continuation Review Request form**. Under **Step 2**, click on “**Add New Document**”. On the “**Package is Locked**” page, click on “**Create New Package**”. Choose “**Continuation Review/Progress Report**” for document type, enter a description and browse for the file location on your computer and click “**Attach**”.

BEFORE YOU SUBMIT THE REPORT, YOU WILL NEED TO:

- **Share the Package:** The PI must share the package with all researchers, **including advisors**.
- **Sign the Package:** All researchers (**including advisors**) must sign the package before it is submitted.
- Be sure the **Continuation Review Request Form** is complete and uploaded, and that all consent and assent forms are also uploaded.

Optional: You may send email messages to other project personnel via IRBNet. You can notify them the package is complete, ready for their review and/or signature, or needs additional information. In the Project Administration menu, click on the “**Send Project Mail**” button. Select the recipients, enter your message and hit “**Send**”.

6. If you are the PI or the PI has signed the package and the package is ready to be submitted, click on the “**Submit this Package**” button in the Project Administration menu. If the UNCO IRB is not already pre-selected, do a search for “UNCO IRB” and select the UNCO IRB. Click “**Continue**”. Select submission type “**Continuation Review/Progress Report**” and add any notes. Click “**Submit**”.