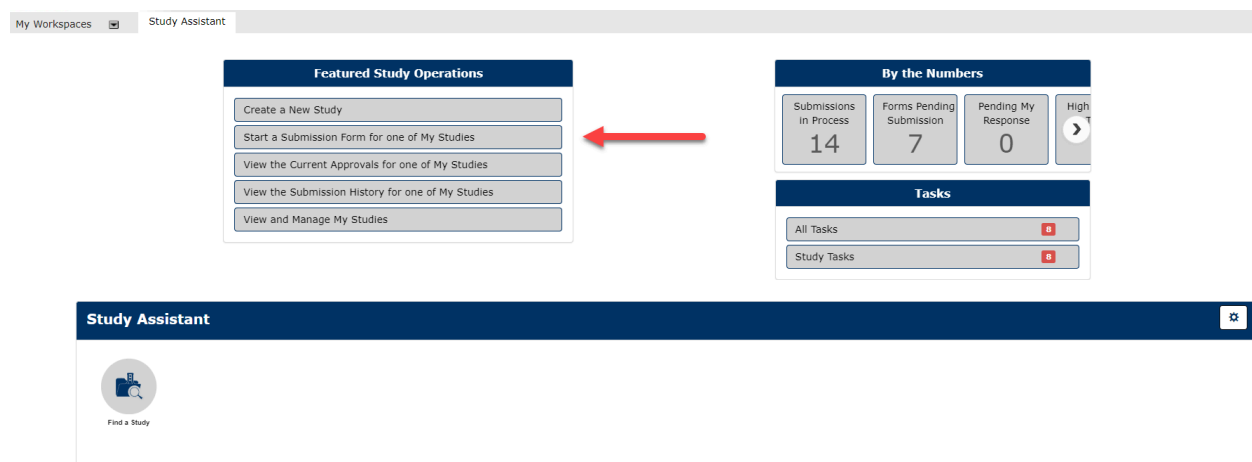


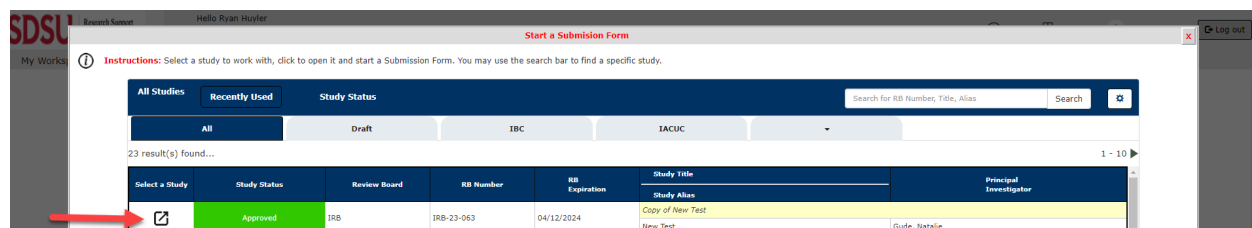
Submitting a Continuing Review/Study Closure

All studies approved under full committee review must undergo periodic (typically annually) review by the IRB office prior to approval expiration. Study approval expiration date is posted on your approval letter, and also listed at the top of the Submission Page for your study. Continuing Review/Study Closure requests must be submitted before the submission deadline for the IRB meeting prior to the approval expiration date. For more information please see the [SDSU Human Research Protection Program \(HRPP\) Standards and Practices](#) and the Research Support Services [website](#) for a calendar of dates.

1. In the Featured Study Operations Box in the Study Assistant, Select **Start a Submission Form for One of My Studies**



2. Select the Study you have previously submitted for which you would like to submit a Continuing Review/ Study Closure Form.



3. Under *Renewal Forms*, Select **IRB Continuing Review Form**

The screenshot shows the 'Start a Submission Form' window. On the left, there's a sidebar with 'All Studies', 'Recently Used', and 'Study Statuses'. The main area displays a 'Submission Form List' with columns for 'Study Status', 'IRB Number', and 'Study Title'. The list is filtered by 'Study Status: Approved' and 'IRB Number: IRB-23-079'. The 'Study Title' is 'Copy of New study April 6'. The list shows various forms, including 'Movie Form', 'IRB Submission Forms', 'Change Forms', 'IRB Amendment Form', 'IRB Personnel Change Form', 'Renewal Forms', 'IRB Continuing Review Form', 'Miscellaneous Forms', and 'IRB Reportable Event Form'. A red arrow points to the 'IRB Continuing Review Form' under the 'Renewal Forms' section.

4. In **Question 1.6** Select the most appropriate **Study Status** for your current project.

1.6 Study Status:

- ☐ Active—none enrolled
- ☐ Active—enrolling
- ☐ Enrollment complete—participants in follow-up/intervention/study interaction
- ☐ Enrollment complete—data collection complete, analysis of identifiable data
- ☐ Study closure—data analysis of de-identified data
- ☐ Study closure—all research activities are complete

If you would like to close your study, choose the most appropriate option: **Study Closure—data analysis of de-identified data** or **Study Closure—all research activities are complete**.

5. In **Question 1.7**, your participant totals will pre-populate from your initial application.

1.7 Number of Participants Approved to Date:	
Adults	100.00
Children	100.00
Total	
200.00	

6. Continue through the prompts selecting the appropriate answers as they pertain to the continuation of the Study. If any changes have been made to your protocol, you must also submit an Amendment Form.

In the last year, how many participants withdrew or were withdrawn from the study? Below address each instance of participant withdrawal in Question 1.11.
In the last year, has there been any change(s) to the study?
<input type="radio"/> No <input type="radio"/> Yes, previously approved <input type="radio"/> Yes, an amendment is submitted at this time.
Briefly describe the progress of this study in the last year.
Does this study have a monitoring entity such as a Data Safety Monitoring Board or Committee (DSMB/ DSMC)?
<input type="radio"/> Yes <input type="radio"/> No
Has a Data Safety Monitoring Report been submitted?
<input type="radio"/> Yes, submitted previously <input type="radio"/> No, they are included with this continuing review <input type="radio"/> No, no report available
Have all protocol deviations, unanticipated problems, or adverse events been reported to the IRB?
<input type="radio"/> Yes <input type="radio"/> No Please submit a Reportable Event Form to the IRB for review.
In the last year, was any new information discovered that might affect the participants willingness to continue participation?
<input type="radio"/> Yes <input type="radio"/> No Please provide an explanation and submit an Amendment to revise the protocol and consent forms(s).
Are there any new findings in the literature that may change the risk/benefit ratio of the research?
<input type="radio"/> Yes <input type="radio"/> No Please provide an explanation and submit an Amendment to revise the protocol and consent forms(s).

7. Select option to sign off and submit Continuation

Form has been Completed!

Instruction of Form has Been Completed Screen

Signoff and Submit

Exit Form

8. This step can only be done by the PI listed on the Study. They have to agree and approve the submission of the Continuation; then select Save Signoff.

My Workspaces

Study Assistant

Submission Routing Signoff

Back

Save Signoff

Study Title: test9

Submission Reference Number: IRB-23-102-1.0

Create PDF Packet

Submission Form(s)

Include in PDF Packet

Compare to Last Approved

View in Separate Window

Submission Component Name - Version

Submission Form(s)

☐

IRB Continuing Review/ Study Closure Form - (Version 1.0)

Ryan Huyler as Principal Investigator

Do you Approve or Deny this submission?

Approve

Deny

Save Signoff

9. This will now be pushed to the IRB queue for processing. They will be in touch if additional information is needed.