**continuing review report submission checklist for Human subjects research**

Use this checklist when submitting a Continuing Review report. This checklist is intended to be used as guidance. Per the regulations, there is no grace period when a study expires. If your study expires before a renewal is issues, the IRB will administratively close the project. The PI has ten business days to submit a renewal report of the project will be **permanently** closed.

# DU irb continuing review application

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|  | Download and complete the Continuing Review Application under IRBNet Forms and Templates |
|  | Attach the last approved version of the Protocol Narrative**,** only if applicable |
|  | Attach the informed consent, only if enrolling of subjects is continuing |
|  | Attach the assent form, only if still enrolling of subjects is continuing |
|  | Data and Safety Monitoring Report/ Update, only if study is more than minimal risk or requested by the DU IRB |
|  | Update the Financial Conflict of Interest Form, if conditions changed during the last review period  **Note:** Refer to the Research COI Disclosure form in Qualtrics at: <http://tinyurl.com/UDenverCOI> |

# citi training

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|  | Renew Social Behavioral & Education Research (SBER) or Biomedical Research training  **Note:** CITI training expires after **4** years. The Principal Investigator (PI) and all other personnel who are involved in the study must have current CITI training certificates. All training profiles will be verified and must be affiliated with the University of Denver. |

# amendment/modification request

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|  | Download and complete the Amendment/Modification Form under IRBNet Forms and Templates  **Note:** If an amendment is being submitted at the time of the continuing review, please complete and attach the Amendment/Modification Form as part of your IRBNet submission package |

# submit the package

**The IRB does not have access to any project that has NOT been submitted**

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|  | Sign the IRBNet package  **Note:** If a student investigator, a Faculty Sponsor MUST review the IRB application and electronically sign the package. Obtaining the Faculty Sponsor signature verifies the application has been reviewed and is ready for IRB review. |
|  | Submit the signed IRBNet package to the DU IRB  **Note:** You will receive a confirmation email when your package has been successfully submitted. |