

# CU Boulder – IRB eRA InfoEd

## Continuing Review

Last Update: 23 October 2019

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### Preface:

This guide explains how to submit a continuing review for a previously approved expedited or full board study that is nearing expiration. The IRB Office will send you monthly continuing review reminders two months before the expiration date. If you allow a study to expire you must **stop all research immediately**. After 90 days, all expired studies will be closed and will be ineligible for renewal. Remember, no changes can be made during continuing review. If you need make changes to your study, submit an Amendment. For more detailed information about renewing a study, visit the [Continuing Review](#) page on the IRB website.

If you encounter problems in the eRA system, such as error messages or performance issues, please contact the eRA Helpdesk at [erahelp@colorado.edu](mailto:erahelp@colorado.edu).

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## 1) Login to eRA InfoEd:

**Step 1:** Go to <https://era.cu.edu/login.asp>

**Step 2:** From the dropdown, select **Boulder**.

**Step 3:** Login with your **Username** and **Password**.

Upon successful login, the **My Open Action Items** screen will appear.

University of Colorado  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Login SPIN

## Electronic Research and Administration (eRA)

Select your campus to login:

Choose One

### Four Campuses, One University

The University of Colorado is a public research university with multiple campuses serving Colorado, the nation and the world through leadership in high-quality education and professional training, public service, advancing research and knowledge, and state-of-the-art health care. Each campus has a distinct role and mission as provided by Colorado law.

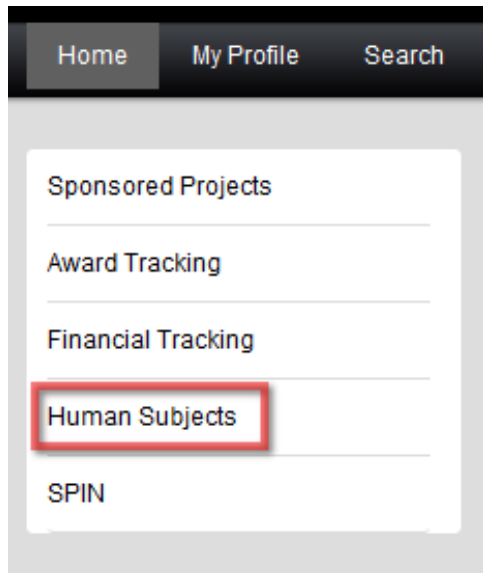
The browser we detected is unsupported and may result in unexpected behavior. Please choose from our list of supported browsers below for the best experience.

Supported Browsers	
Chrome:	38 through 45
Internet Explorer:	9, 10, 11
Firefox:	33 through 41
Safari:	7, 8



## 2) Open the Protocol and Create a Submission

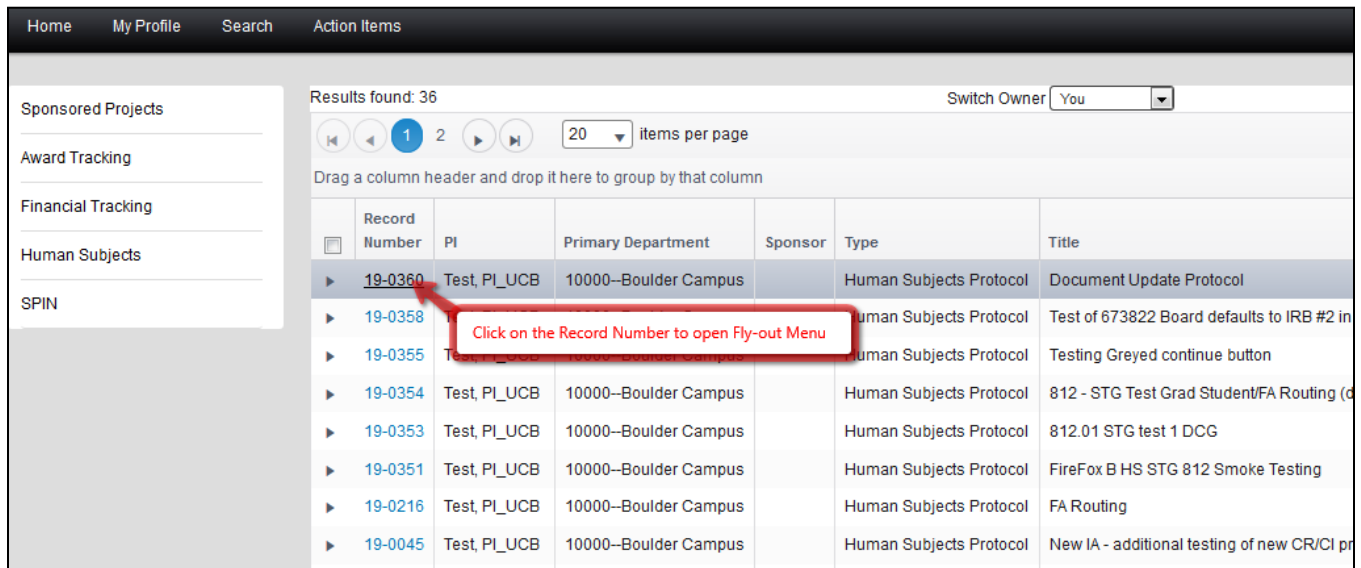
**Step 1:** On the *Home* screen, click **Human Subjects** in the menu on the left of the screen to access the Human Subjects menu.



**Step 2:** Click **Show My Records**. The screen will refresh and you will see a list of your protocols.



**Step 3:** Click the **Record Number of the Protocol** you want to open and a fly-out menu will appear.



Home My Profile Search Action Items

Sponsored Projects  
Award Tracking  
Financial Tracking  
Human Subjects  
SPIN

Results found: 36 Switch Owner You

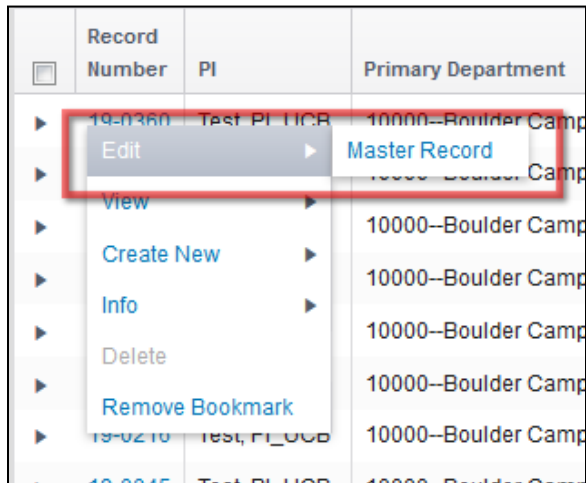
1 2 20 items per page

Drag a column header and drop it here to group by that column

Record Number	PI	Primary Department	Sponsor	Type	Title
19-0358	Test, PI_UCB	10000--Boulder Campus		Human Subjects Protocol	Document Update Protocol
19-0355	Test, PI_UCB	10000--Boulder Campus		Human Subjects Protocol	Test of 673822 Board defaults to IRB #2 in
19-0354	Test, PI_UCB	10000--Boulder Campus		Human Subjects Protocol	Testing Greyed continue button
19-0353	Test, PI_UCB	10000--Boulder Campus		Human Subjects Protocol	812 - STG Test Grad Student/FA Routing (d
19-0351	Test, PI_UCB	10000--Boulder Campus		Human Subjects Protocol	812.01 STG test 1 DCG
19-0216	Test, PI_UCB	10000--Boulder Campus		Human Subjects Protocol	FireFox B HS STG 812 Smoke Testing
19-0045	Test, PI_UCB	10000--Boulder Campus		Human Subjects Protocol	FA Routing
					New IA - additional testing of new CR/CI pr

The following options are available:

To create a new submission, continue work on or edit an existing submission, or to respond to a request for modifications or an incomplete submission, **Click** the Edit option, then **Click** on the Master Record link. This will take you to the Submissions page for the study, where you may create a new submission following Step 4 below.



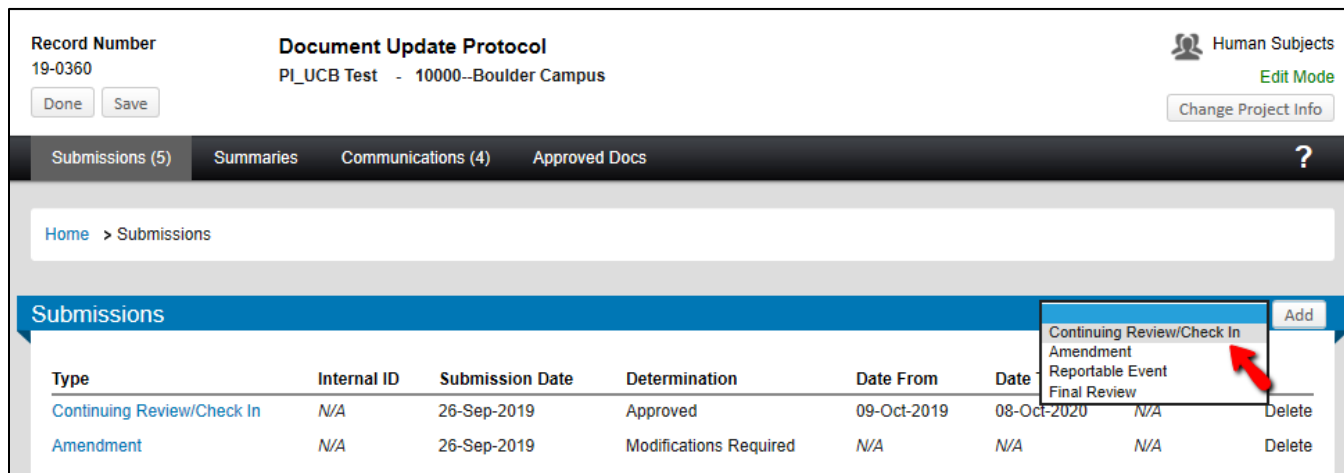
Record Number	PI	Primary Department
19-0358	Test, PI_UCB	10000--Boulder Campus
19-0355	Test, PI_UCB	10000--Boulder Campus
19-0354	Test, PI_UCB	10000--Boulder Campus
19-0353	Test, PI_UCB	10000--Boulder Campus
19-0351	Test, PI_UCB	10000--Boulder Campus
19-0216	Test, PI_UCB	10000--Boulder Campus
19-0045	Test, PI_UCB	10000--Boulder Campus

To create a new submission from this fly-out menu, **Hover** over Create New, and **Click** on the type of submission you wish to create - in this case, a Continuing Review. The Protocol will open and the **Continuing Review** screen will be displayed. Skip Step 4 if using this option.

**IMPORTANT:** DO NOT use this option to Respond to an Incomplete or Modifications Required letter.



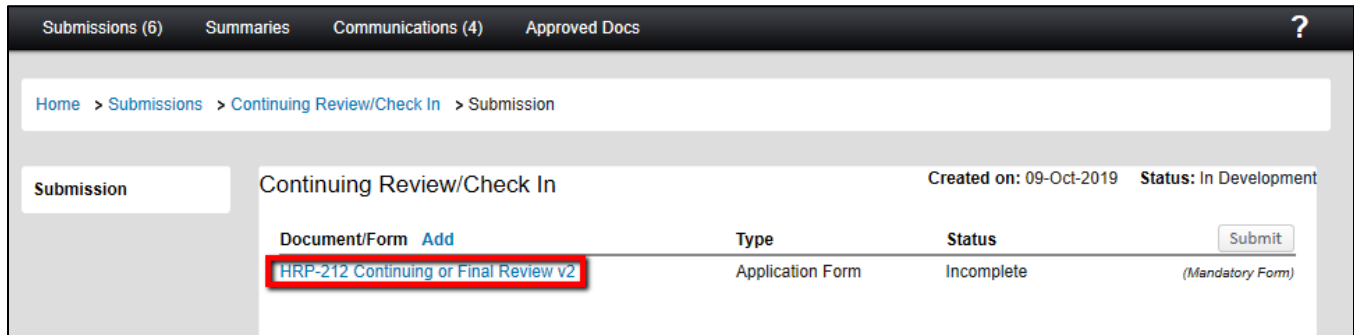
**Step 4:** If creating a new submission from the Submissions Page, in the top right corner of the Submissions table, select **Continuing Review** from the dropdown list, then click **Add**. – The screen will refresh to the **Continuing Review** screen.



### 3) Completing the Continuing Review eForm:

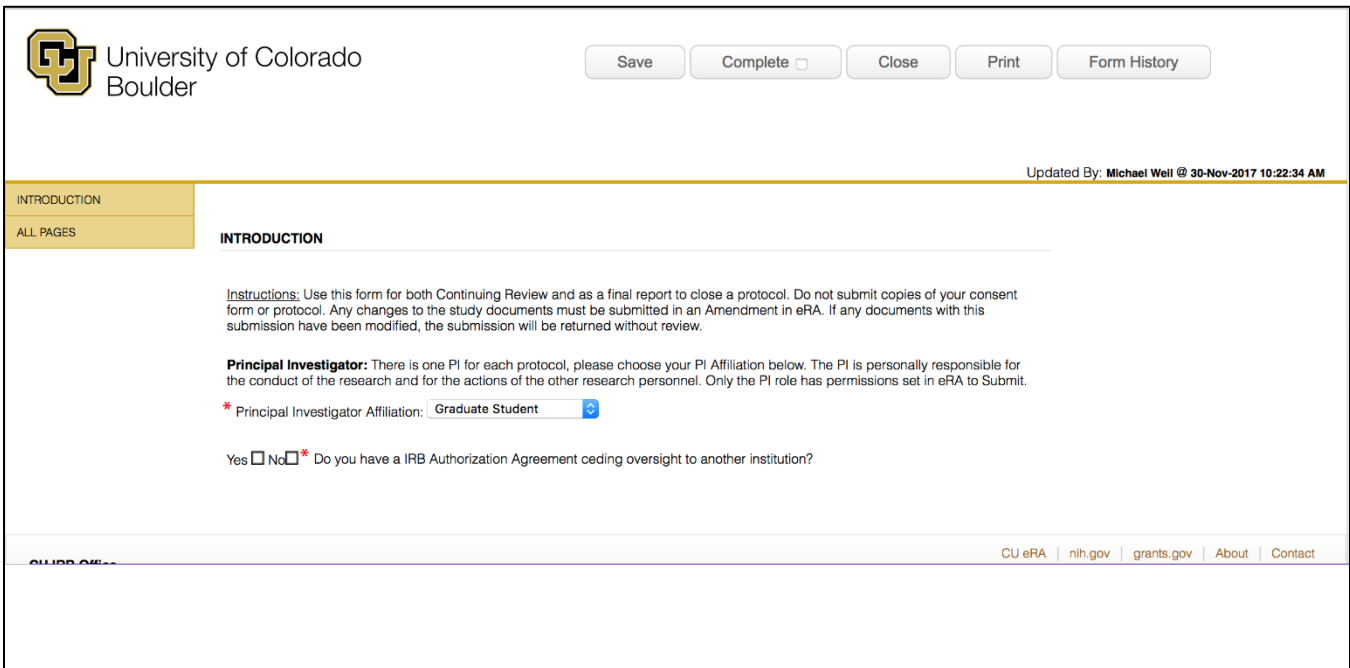
To complete the Continuing Review eForm, follow these 5 steps:

**Step 1:** Click on the **Continuing Review** link under Document/Form. A new window will open with the Continuing Review eForm. Click on the document link to open the Continuing Review Form.



The screenshot shows the IRB eRA system interface. At the top, there are tabs for Submissions (6), Summaries, Communications (4), and Approved Docs. Below the tabs is a breadcrumb trail: Home > Submissions > Continuing Review/Check In > Submission. On the left, there is a 'Submission' sidebar. The main content area is titled 'Continuing Review/Check In' and shows a table with one row: 'HRP-212 Continuing or Final Review v2'. The table has columns for Document/Form, Add, Type, Status, and a Submit button. The status is 'Incomplete' and it is noted as a '(Mandatory Form)'. The created on date is '09-Oct-2019' and the status is 'In Development'.

**Step 2:** Complete the form as guided.



The screenshot shows the 'Introduction' page of the Continuing Review eForm. At the top left is the University of Colorado Boulder logo. To the right are buttons for Save, Complete (with a checkbox), Close, Print, and Form History. Below these buttons is a status bar indicating 'Updated By: Michael Weil @ 30-Nov-2017 10:22:34 AM'. The main content area is titled 'INTRODUCTION' and contains instructions for using the form. It also includes a section for the Principal Investigator, where the user has selected 'Graduate Student' as their affiliation. At the bottom, there is a question about IRB Authorization Agreement ceding oversight to another institution, with 'Yes' and 'No' options and a red asterisk indicating it is a required question. The footer contains links to CU eRA, nih.gov, grants.gov, About, and Contact.



**Step 3:** If applicable, supporting documents can be uploaded as a part of the Continuing Review eForm. Check the appropriate box or plus sign to upload annual reports for INDs and/or any publications that have resulted from the research. Click the Upload button and follow the prompts to upload the document. Click the glasses icon to preview the document.

**Step 4:** When all information has been entered, click **Save** at the top of the window, then click the **Complete** checkbox. The eForm will automatically close.

#### 4) Submit Your Continuing Review:

Once the Continuing Review eForm is completed and any necessary supporting documents are included, you can submit the Continuing Review Submission for review. Follow these 5 steps:

**Step 1:** On the **Continuing Review** screen, click the **Submit** button. A new **Certification** window will open.

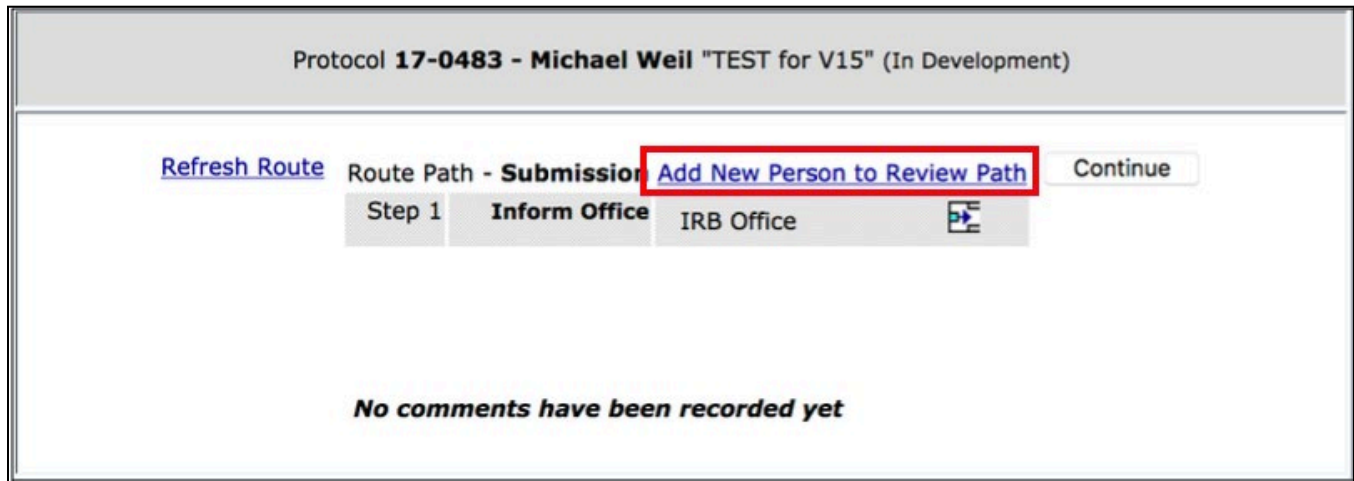
The screenshot shows a web application interface for 'Continuing Review/Check In'. At the top, there are tabs: 'Submissions (6)', 'Summaries', 'Communications (4)', and 'Approved Docs'. Below the tabs is a breadcrumb trail: 'Home > Submissions > Continuing Review/Check In > Submission'. On the left, there is a 'Submission' sidebar. The main content area shows a table with columns: 'Document/Form', 'Add', 'Type', 'Status', and 'PDF'. The table contains one row: 'HRP-212 Continuing or Final Review v2', 'Application Form', 'Completed', and 'PDF'. To the right of the table, there is a 'Submit' button highlighted with a red box. Above the table, it says 'Created on: 09-Oct-2019' and 'Status: In Development'.

**Step 2:** Accept the terms and click the **Continue** button. This page certifies that you have read and will conduct the research study described in the Protocol in compliance with the CU Boulder Investigator Manual. The screen will refresh.

The screenshot shows a 'Certification' window. It has a title bar with the URL 'https://erastg.qa.cu.edu/?ObjectID=5C8E372B76336DAFE053988411AC52A4 - Protocol - Inte...'. The window contains a text field with the text 'I will conduct this protocol in accordance with the Investigator Manual'. Below the text field, there are two radio buttons: 'Accepted' (selected) and 'Declined'. A red arrow points to the 'Accepted' radio button. Below the radio buttons is a 'Continue' button. There is also a 'Close' button in the top right corner.

If you are a student researcher, click the **Add New Person to Review Path** link at the top of the window. A new window will open. In the text field begin typing the **last name** of your advisor. A list of

people will appear. Select your advisor from the list and confirm the **Approval Required** radio button is selected. Click the **Add** button. The new window will close. Confirm the routing path is correct. Your advisor's name should be listed **before Step 1 - Inform Office - IRB Office**.



Protocol **17-0483 - Michael Weil** "TEST for V15" (In Development)

[Refresh Route](#)
 Route Path - **Submission**
[Add New Person to Review Path](#)
 Continue

Step 1    **Inform Office**    IRB Office

*No comments have been recorded yet*

**Step 3:** Click the **Continue** button. The window will close and the status of the submission will be displayed in the top right corner of the **Amendment** screen.



Protocol **17-0483 - Michael Weil** "TEST for V15" (In Development)

[Refresh Route](#)
 Route Path - **Submission**
[Add New Person to Review Path](#)
 Continue

Step 1    **Inform Office**    IRB Office

*No comments have been recorded yet*

**Step 4:** Click the **Done** button to close the window.

**Step 5:** Click the **Logout** link in the top right corner to exit eRA.