CU Boulder – IRB eRA InfoEd

Continuing Review

Last Update: 23 October 2019

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.

TABLE OF CONTENTS:

1. Login to eRA InfoEd………………………………………………………………………………………………………………………………………………… 3
2. Open the Protocol………………………………………………………………………………………………………………………………………………… 4
3. Complete the Continuing Review eForm……………………………………………………………………………………………………………………… 5
4. Submit Your Continuing Review……………………………………………………………………………………………………………………………… 7
1) Login to eRA InfoEd:

   **Step 1:** Go to [https://era.cu.edu/login.asp](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.
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.

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.
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.

![Continuing Review eForm](image)

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

![Continuing Review Form](image)
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.

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.

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.

![Image of the IRB eRA Continuing Review Guide](image)

**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.

![Image of the IRB eRA Continuing Review Guide](image)

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

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