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 Submission Types page of 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.
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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:

**Step 1:** On the **My Open Action Items** screen, click the **Human Subjects** menu to expand the list, then click the **Show/List** link. A new window will open. – The screen will refresh and you will see a list of your protocols.

**Step 2:** Click the folder icon to open the protocol that is due for Continuing Review. – A new window will open to the **Submissions** screen.

**Step 3:** 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.

![Completed Form](image)
Step 3: If applicable, supporting documents can be uploaded as a part of the Continuing Review eForm. Check the appropriate box or 
+ sign to upload annual reports for INDs and/or any publications that have resulted from the research. Click the 
\[\text{button}\] and follow the prompts to upload the document. Click the 
\[\text{to preview the document.}\]

Step 4: When all information has been entered, click the 
\[\text{button}\] at the top of the window, then click the 
\[\text{checkbox.}\]

Step 5: Close the eForm.

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.

Step 3: Click the Submit button. The window will close and the status of the submission will be displayed in the top right corner of the Continuing Review screen.

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

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