



Continuing Review Application Form

Instructions:

Please fill out this application form using clear language and lay terms. Please answer each section as completely and as concisely as possible. Please upload this application form along with additional documents that are supplemental (as applicable) to your submission in IRBNet. Note that continuing review application must be filled out once a year before the expiration date of a previously approved full review application. For more information, please visit the IRB website. For questions, please contact IRB office at (760) 750-4029 or irb@csusm.edu.

Project Title

Previous IRB #

Previous Approval Date

Faculty/Staff Investigator:

Name

Department/College

Phone Number

E-mail

Date CITI Completed

Student Investigator: *(if the student is the principal investigator)*

Name

Department/College

Phone Number

E-mail

Date CITI Completed

Faculty Advisor Name

Department/College

Phone Number

E-mail

Date CITI Completed

REMINDER: Once the student investigator has completed this application form, they must e-mail it to their faculty advisor for review and feedback. Once the faculty advisor gives permission to the student to move forward, then the student will upload this application form along with additional documents to IRBNet. Once the student uploads all the documents, then s/he will share the IRBNet package with the faculty advisor. The faculty advisor must have an IRBNet account to approve the package as the "advisor" by logging into IRBNet. The faculty advisor will receive a notification via e-mail that the package has been shared with them and that they need to sign the package in IRBNet. For more information on how to share a package in IRBNet, please visit the IRB website.

Checklist: Check which of the following items are included, as applicable:

- CITI Training Certificate for the principal investigator and the faculty advisor, if applicable.
- Letter of support (if you are collecting data off campus, you need to provide a letter of support from the research site. The letter of support must include the letterhead of the organization and list the research activities to provide evidence that the organization is knowledgeable about the study.)
- Recruitment flier(s), script(s), or advertisements for newspaper, listservs, radio, or TV.
- Survey(s), questionnaires, and/or interview questions. If you are using an online survey, please upload a pdf copy of the survey.
- Consent and/or child assent form(s) or information sheet(s). For online surveys, provide a pdf copy.

Have you started recruiting subjects?

Yes No

Is the research permanently closed to new subjects and all interventions/interactions complete except for any long-term follow-up? If so, an expedited review may be conducted.

Yes No

Please respond to the following questions.

1. Provide a brief summary of your research purpose and design.

This should be a 1-2 paragraph summary of your research protocol. It should provide sufficient information for a reviewer to understand your project.

2. Provide a report on the research activities/status to date.

This should be a 1-2 paragraph summary of the research activities completed to date and what activities will continue into the next year.

3. Please list all revisions to your original research proposal that have been submitted and approved to date.

4. Please describe any additional modifications that you may be implementing to refine your processes including researchers you might have left or joined the project or any other details to date.

5. Please describe any changes in the type or level of risk that might result from the new modifications you are requesting be approved at this time.

6. Please describe any unanticipated events that may have increased the risk to subjects.

7. Please describe any complaints related to the research.

8. Has anyone withdrawn from the research since it began? If yes, please provide an explanation.

9. How many participants have taken part in this study since it began?

10. **For Student Principal Investigators Only:** Please check the box below to verify that you will share your package and obtain your faculty advisor's signature in IRBNet:

- I verify that I will share my package with my faculty advisor in IRBNet after I upload this application and other materials, but *before* submitting the package for review.