

## QuickGuide: Submitting a Provincial Continuing Review Application

The Provincial Applicant is required to submit a Provincial Continuing Review (PCR) form before the submission deadline for the full board meeting prior to the expiry of the current ethics approval. For example, if the ethics expiry date for your study is July 15 and the next full board meeting is July 1 or July 16, then you must submit prior to the submission deadline for the July 1 meeting.

Identify the submission deadline by checking the submission dates for the REB of Record. This can be found by visiting the webpage for the REB of Record.

### Steps to Follow:

1. Ensure the **Provincial Initial Application (PIA)** is selected in the **Project Tree**. It will be highlighted in grey (Figure 1.0 - #1).
2. Click **'Create Sub-form'** in the Actions Menu on the left-hand side of the page (Figure 1.0 - #2).
3. Select the **Provincial Continuing Review** application from the drop-down menu (Figure 2.0 - #1), then press green 'Create' button (Figure 2.0 - #2).
4. **Once all mandatory questions have been completed, the PCR is ready for signature.** The form will submit automatically once the signature is applied.

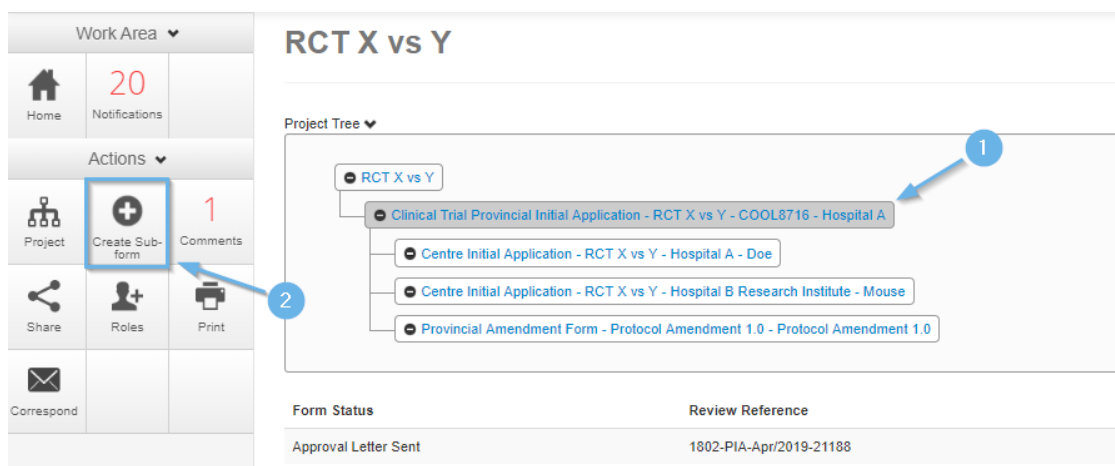


Figure 1.0

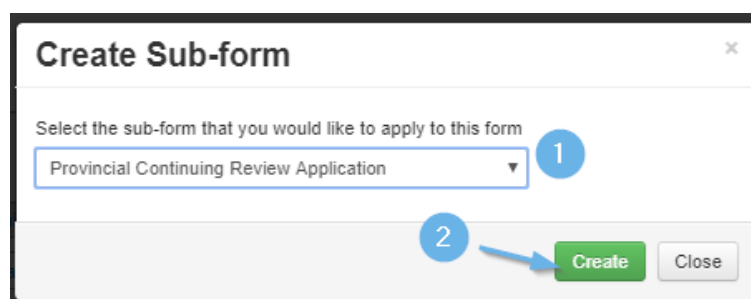


Figure 2.0

Questions?  
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