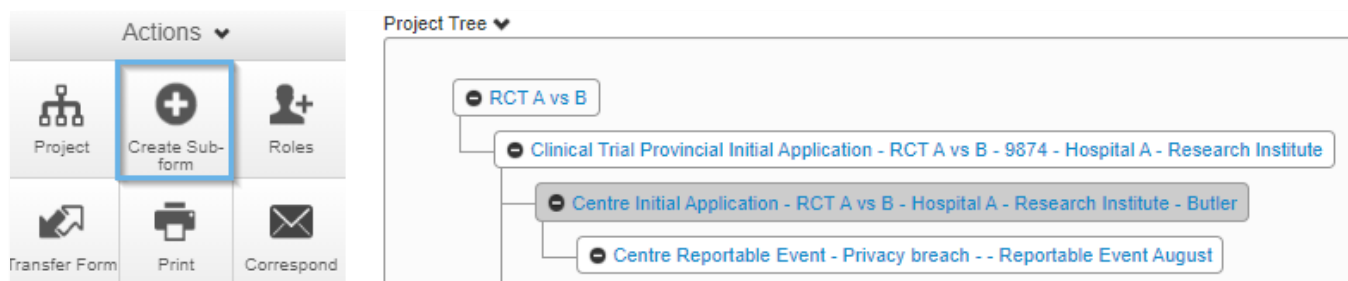


## QuickGuide: Submitting a Continuing Review Application

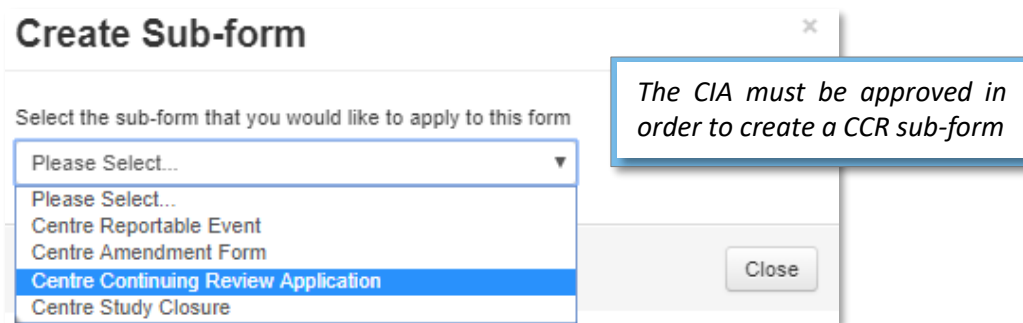
Each participating site is required to submit a Centre Continuing Review (CCR) form before the submission deadline for the full board meeting prior to the expiry of the current ethics approval. For example, if the ethics expiry date for the study is July 15, and the upcoming full board meetings for the REB are scheduled to be July 1<sup>st</sup> or July 16<sup>th</sup>, you must submit prior to the submission deadline for the July 1<sup>st</sup> meeting.

### Steps to follow:

1. Identify the submission deadline of the REB of Record for your study (can be found on website of REB).
2. While in the Centre Initial Application (CIA) form (the CIA bar should be gray in the project tree), click on the 'Create sub-form' button in the action toolbar on the left of your screen.



3. Select "Centre Continuing Review Application" from the drop-down menu.



4. Complete the application form. All questions with an asterisk (\*) are mandatory and must be completed.
5. Once the form is complete, request the Principal Investigator's signature, or sign the form directly, if applicable.

Questions?  
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