Creating a Continuing Review Application

A Continuing Review Application may be created for a protocol that has a Status of **Active, Expired, Suspended** or **Expired/Suspended**.

Either a Continuing Review or a Final Report may be under development or under review at any given time. Once either application has been created or is within the review process, the option to create another will not appear until the outstanding application has completed the review process or been withdrawn.

The Principal Investigator and any other profile that is active within the Personnel tab and identified as a “CC” for communications, will receive messages from the application reminding them of the need to complete a Continuing Review Application or a Final Report. The tasks provided by the system allow the creation of the submission of either submission.

---

**To Create a Continuing Review:**

1. Open a protocol.
2. Navigate to the Lifecycle Event Manager > Main tab.
3. In the **Actions** field, click on **Create Continuing Review**.
4. Click the **Go** button to the right of the **Actions** field.

**Result:** The Continuing Review application form will be available for the user to complete.

**Attachments**

Ideate® maintains clean copies of documents submitted for the protocol. Throughout the life of the research protocol and during the completion of a Continuing Review, the system will automatically apply approval stamps to documents that require a stamp.

As a result, research personnel are no longer required to upload these documents within the Continuing Review application form. The system will automatically populate the Attachments tab with the latest clean version of all active documents that require a stamp.

Upon approval, the new stamped versions of the attachments will be available for printing from the protocol Attachments tab.

**Deactivating an Existing Attachment**

When a document is no longer to be used, the attachment may be identified as such by clicking the “Deactivate” link. **Once an attachment is deactivated, it may only be used again by adding the document as a “New Document” within an Amendment.**