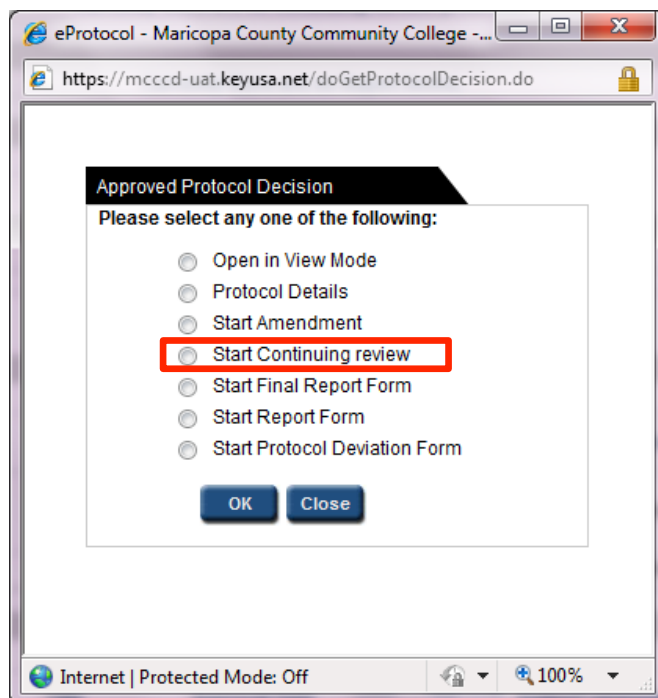# Submitting Annual/Continuing Review

Please note: Disable pop-up blocker.
We also recommend using Internet Explorer to complete this process.

STEP 1: *Click* protocol ID to open protocol (pop-up window displays) > *Select* Start Continuing Review > Click OK (*new pop-up window displays – Continuing Review*)


STEP 2: *Complete* Continuing Review items > Complete items 1 – 5 > *Update* original protocol as necessary > Click/Select Obligations (*read and confirm obligations*)

STEP 3: *Click* Check for Completeness (*pop-up window displays*) > *Close* window if complete (*if not complete, click provided URL to edit information*)
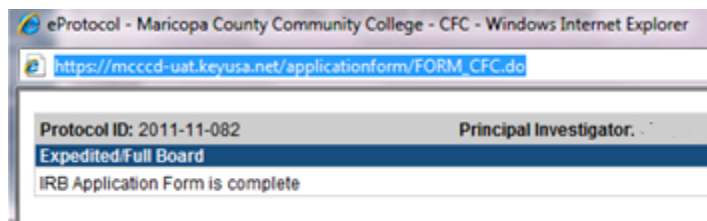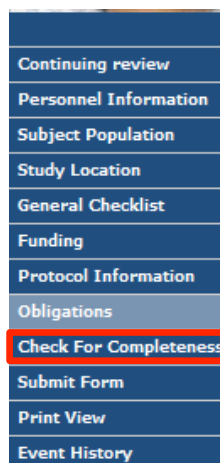
STEP 4: *Click* submit IRB (*pop-up window displays*) > *Click* Yes to submit protocol > Protocol saved and submitted to IRB
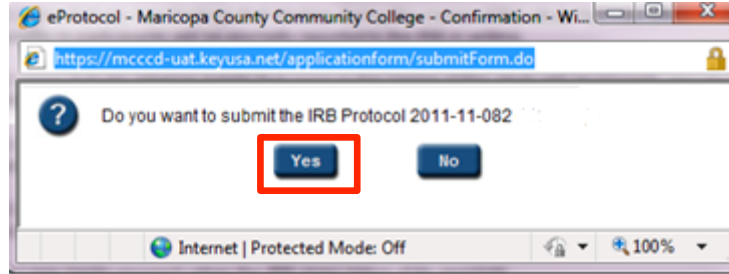
STEP 5: *Review* Investigator page > *Confirm* continuing review submitted to IRB