

How to Submit a Continuing Review in HSERA

1. Go to [HSERA](#).
2. In the blue menu on the left side of your screen look for "Create" under "My Submissions".
3. After clicking "Create" you will be brought to a new screen where the various application types are available. Click "Continuing Review"
4. After clicking "Continuing Review" you will be brought to a screen with a list of all HSERA studies for which you are listed as either PI, Co-PI or Study Contact (note that individuals only listed as Key Personnel in HSERA cannot create submissions). Check to make sure your filter is clear. Then enter the protocol # you wish to make a continuing review for and click "Filter".
5. After clicking "Filter" with the specific protocol number entered, you should see one entry with columns showing the PI name, Submission date, Title, and a Select column - click the white and yellow "Select" button.
6. After clicking the "Select" button you will be taken to the first page of the Continuing Review submission. There are 3 pages to complete:
 - **Page 1** requires that users indicate the level of review required for this continuing review. This decision is based on the risk level of the study. Please refer to your Initial approval letter to determine whether your study is greater than minimal risk or minimal risk. The next field after selecting level of review is where you attach your completed continuing review form.
 - **Page 2** contains only the standard question about financial conflicts of interest. You should enter the same responses you provided in the attached form. Other offices in the University rely on the HSERA responses so this question will continue to appear in both places.
 - **Page 3** is where you will attach the most current study documents and your document list. ***Please upload documents under the appropriate header to facilitate the IRB's review of these documents.***