

University of California, Los Angeles
Office for Protection of Research Subjects
INSTITUTIONAL REVIEW BOARD

CHECKLIST FOR CONTINUATION SUBMISSIONS

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This checklist is to assist you in submitting a complete continuation application to the IRB. Please note that *an incomplete submission may delay the processing of your application.*

Please submit two complete sets (original and one copy) of the following materials

Continuing IRB review is required at least annually. As a courtesy, the OPRS database will issue reminder notices 90 and 60 days prior to the expiration of your current approval. These notices are sent to the Investigator via campus mail, directed to the address provided in the last approved version of the protocol. It is the Investigator's responsibility to ensure that continuation applications are submitted promptly to the OPRS. In order to ensure there is no lapse in approval period, investigators are encouraged to submit the required continuation materials to the OPRS within thirty days of the date of the first reminder notice.

REQUIRED:

_____ HS-4 form, signed by the principal investigator (and faculty sponsor if applicable)

_____ This checklist with indication of the submitted materials

❖ New Information Required at Continuation for Research Involving Multiple Sites ❖

If your research involves multiple sites, please:

_____ Submit written responses to the relevant questions outlined on pages 5 and 6 of the NEW UCLA OPRS guidance regarding *Investigators' Responsibilities for Managing IRB Communications for Research Conducted at More than One Site.*

The guidance is outlined in the **October 27, 2005 IRB News**, available online at:
<http://www.oprs.ucla.edu/human/news/>

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AS APPLICABLE:

The following materials are required, if you are continuing to recruit and/or enroll subjects.

- _____ Recruitment materials (flyers, scripts, letters, etc.)
- _____ Screening materials (e.g., screening consent script)
- _____ Consent documents (informed consent forms, assent forms, information sheets, addendum consent forms)

These materials should be identical to the versions last reviewed and approved by the UCLA IRB unless you are specifically submitting addendum changes to the study protocol or study materials (refer to Addendum Checklist*). Any changes being proposed at this time must be outlined in a cover letter accompanying your submission.

Unchanged materials should be "unmarked" (i.e., should not include the previous year's IRB approval stamp or expiration date) so that the current approval and expiration can be applied upon issuance of the next year's approval.

If the study team will discontinue the use of any of the recruitment, screening, or consent documents previously approved for the study, please clearly state the reason for their discontinuance as part of the progress report for your continuation application.

*** The Addendum Checklist is available on the Forms page of the OPRS website at: <http://www.oprs.ucla.edu/human/forms/checklists>**