

3 – Continuing Review Application Smartform

Continuing Review Smartform FAQ

FAQ: Questions

Q1: [How do I handle continuing reviews for studies submitted and approved using webIRB?](#)

Q2: [What do I do to close a study?](#)

FAQ: Answers

Q1: How do I handle continuing reviews for studies submitted and approved using webIRB?

- A. Locate the study under the **My IRB Studies** tab (from your webIRB home page) and link to the study workspace by clicking on the study title (in blue). Then, click on the “New Continuing Review” button in the lower left-hand corner of the workspace. The continuing review application smartform will open.

Q2: What do I do to close a study?

- A. Use the Continuing Review smartform to close a study. The first item is, “Indicate the type of report you are submitting.” Click **Study Closure**. The smartform will then gather the information needed to close the study. When it is completed, you can submit the smartform to the IRB.