

## How to Submit an Annual Report / Continuing Review / Renewal

Under normal circumstances, the IRB will approve a protocol for one year. At the end of that year, you must either request approval for another year by submitting an Annual Report (some IRBs call it a Continuing Review or a Renewal), or terminate your protocol. Terminating a protocol is covered in How to Terminate a Protocol.

To submit an Annual Report, logon to Mentor IRB. Under the IRB tab, click on My Protocols. All of your protocols should be listed. Click on the title of the protocol you want to renew, and the View Protocol screen will open.

At the bottom of the View Protocol screen there are a number of tabs: Annual Reports, Amendments, etc. Make sure you are on the Annual Reports tab. (Note that exempt protocols do not have annual reports.)

Year	Status	Due Date	Date Received	Date Approved	Submitted By
1	Due	04/20/2015			

Click on the Context Menu (little red page icon) next to the latest Year and select “Complete and Submit” from the menu. The Annual Report screen will appear.

### Annual Report

IRB ID 1  
 Protocol Title Comparison of Social Science & Biomedical IRBs  
 Year Number 1

Total # Subjects Enrolled Since Last Annual Report

Total # Subjects Enrolled in Study to Date

Total # Subjects Who Have Completed Study

Total # Subjects Who Have Died

Total # Subjects Still Active

→ Continuation Status

Unforeseen/Adverse Events

Describe Unforeseen/Adverse Events

- Select Continuation Status -

- Select Continuation Status -

Subject Enrollment is Complete but Continuing Follow-up

Subject Enrollment Not Yet Begun

**Subject Enrollment Will Continue**

Terminate Protocol

Your IRB can configure this form so you may see some or none of the questions listed above. What all annual reports in Mentor have in common is the “Continuation Status” menu. This must be set to the appropriate option.

Fill in the number of subjects and other pertinent information in the form. Under Continuation Status, select the appropriate option from the dropdown menu.

If there were any adverse or unforeseen events, choose “Yes” from the Unforeseen / Adverse Events dropdown list, and describe them in the first box. If you have any other comments about the protocol, add them in the Additional Comments box.

If you need to update the protocol (e.g., dates have changed) or you want to upload a fresh unstamped consent form, you can upload a file by clicking on the “Choose File” button to navigate your computer, then click “Open” to select and upload the file.

Upload File  Use of Hum...earch.pptx

An email will automatically be sent to the IRB Chair and Administrator upon successful upload of your Annual Report. If you would like to send any message along in that email, please use the text box below.

Message

Click “Submit Report”. An email will automatically be sent to the IRB Chair and Administrator upon successful upload of your Annual Report. If you would like to send a message along in that email, use the Message text box at the bottom of the page.