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## 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.)

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.

Your IRB can configure this form so you may see some or none of the questions listed above.



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