



 **wcg** IRB Connexus

Locating Continuing Review Forms



At least once per year, continuing review forms are sent to the study and site contacts on file in our system ahead of the due date listed on the form.



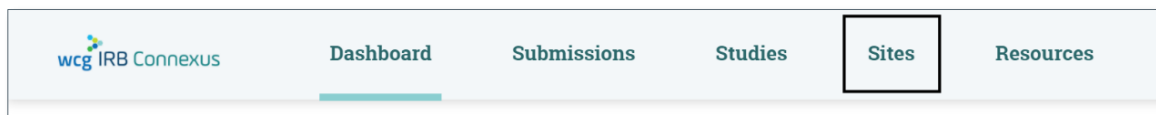
We do not post blank copies of the form on the WCG IRB website because the forms we distribute are pre-populated with identifying information about the research, as well as a due date and a sequence number (for information about how due dates are calculated, please see the [WCG IRB Guide for Researchers](#)).

For Connexus users, the forms are posted to the corresponding workspace in Connexus and notifications are sent via email. This document explains how to find the forms in Connexus.


Submissions		Outcome Documents		Contacts	
Start Date	End Date	Search			
File Name	Reviewed	Transmitted	Document Type		
<input type="checkbox"/> Report Form Transmission document for CRRF	n/a	15-DEC-2020	z_CRRF		

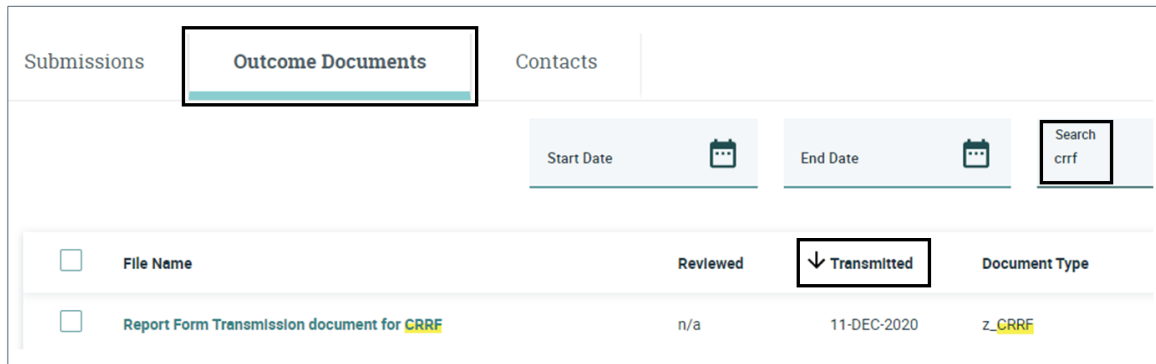
Obtaining site-level forms in Connexus:

1. Click on “Sites” at the top of the web page > search for the protocol number > click on the applicable study or investigator.



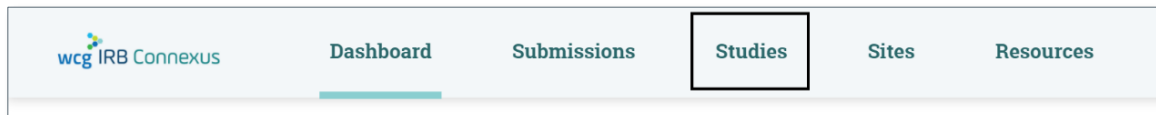
2. After selecting the investigator, click on the “Outcome Documents” tab.


3. Enter “CRRF” in the Search box and then click the “Transmitted” heading twice to sort by transmitted date newest to oldest  **Transmitted** , and select the most current document titled “Report Form Transmission document for CRRF”. Download the form for completion. There may be multiple copies of the report if the due date is approaching and WCG IRB has transmitted reminder or past-due notices.



Obtaining study-level forms in Connexus:

1. Click on “Studies” at the top of the web page > search for the study > click on the Study Name.




2. After selecting the Study Name, click on the “Outcome Documents” tab.
3. Enter “CRRF” in the Search box, then click the “Transmitted” heading twice to sort by transmitted date newest to oldest  **Transmitted** . All the site continuing review forms will be present, as well as the study-level ones—use the checkboxes to select the ones for the timeframe desired and select “Download All”.

4. There may be multiple copies of individual reports if WCG IRB transmitted reminder or past-due notices.

Sites	Submissions	Outcome Documents	Contacts
		Start Date	End Date
		Search crf	
<input type="checkbox"/>	File Name	Reviewed	↓ Transmitted
<input type="checkbox"/>	Report Form Transmission document for CRRF	n/a	11-DEC-2020
			z_CRRF

Study-level Continuing Review Reports will have “Protocol Continuing Review Report” at the top:




Protocol Continuing Review Report

HRP-250

Use Adobe version 11 or later (Reader or Acrobat)
Asterisked (*) fields are required.

This form is for use by sponsors and CROs to submit continuing review information for a study.
This is a smart form. Form elements will appear or disappear depending on answers to previous questions.

Site-level Continuing Review Reports will have “Site Continuing Review Report” at the top:



Site Continuing Review Report

HRP-251

Use Adobe version 11 or later (Reader or Acrobat)
Asterisked (*) fields are required.

Use this form to submit continuing review information for a site.
This is a smart form. Form elements will appear or disappear depending on answers to previous questions.