



# **Locating Continuing Review Forms**



## Table of Contents

---

1	Locating Continuing Review Forms.....	3
1.1	Obtaining Site level forms in Connexus:.....	3
1.2	Obtaining Study level forms in Connexus: .....	4
2	Technical Information .....	6
2.1	Revision History.....	6

# 1 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](#)).



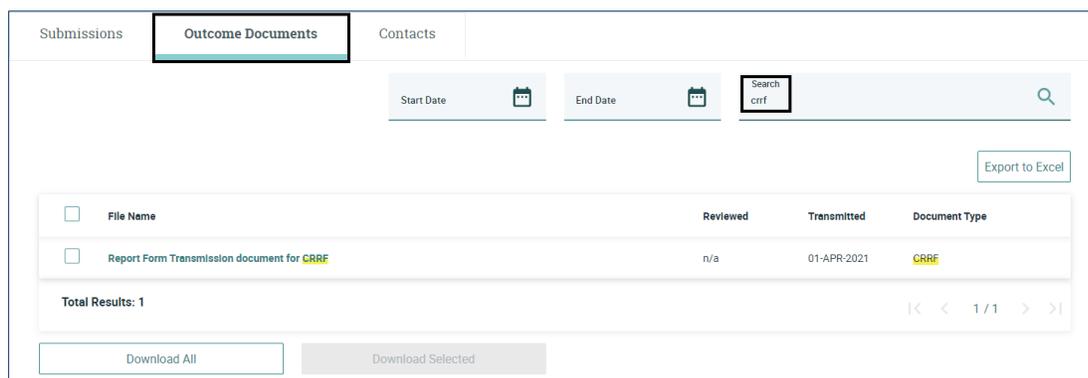
For Connexus users, the forms are posted to the corresponding workspace in Connexus and notifications are sent via email. This document explains how to find the forms in Connexus.

## 1.1 Obtaining Site level forms in Connexus:

1. Navigate to the **Sites** landing page.



2. Search for the protocol number.
3. Click on the **PI Name**.
4. Click on the **Outcome Documents** tab.
5. Enter **"CRRF"** in the Search box.



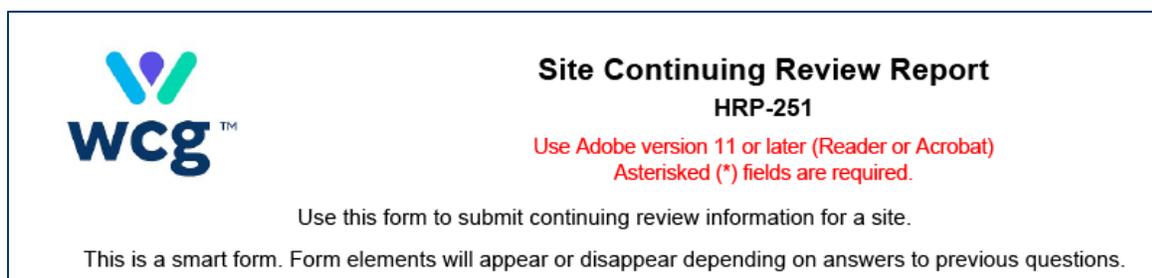
6. If there are multiple CRRFs listed, click the **Transmitted** column header twice to sort in descending order.



7. Select the most current document titled "Report Form Transmission document for CRRF".
  - There may be multiple copies of the report if the due date is approaching and WCG IRB transmitted reminder or past-due notices
8. Select **Download All** or **Download Selected**.

The PI name is prepended to the CRRF and Closure Notice document file titles.

Site level Continuing Review Reports will have "Site Continuing Review Report" at the top.



If using **Download All**, your files may be accessed from **User Settings > Downloads** in the **Download Documents** tab.

## 1.2 Obtaining Study level forms in Connexus:

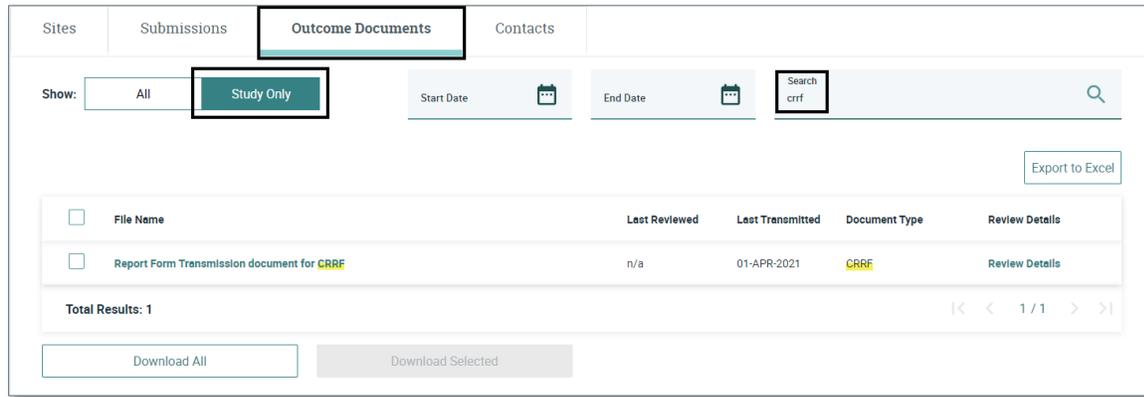
1. Navigate to the **Studies** landing page.



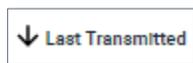
2. Search for the study.
3. Click on the **Study Name**.
4. Click on the **Outcome Documents** tab.
5. Enter "**CRRF**" in the Search box.
  - All the site continuing review forms will be present, as well as the Study level ones

6. Click **Study Only**.

- The documents are filtered to show only Study level forms



7. If there are multiple CRRFs listed, click the **Last Transmitted** column header twice to sort in descending order.

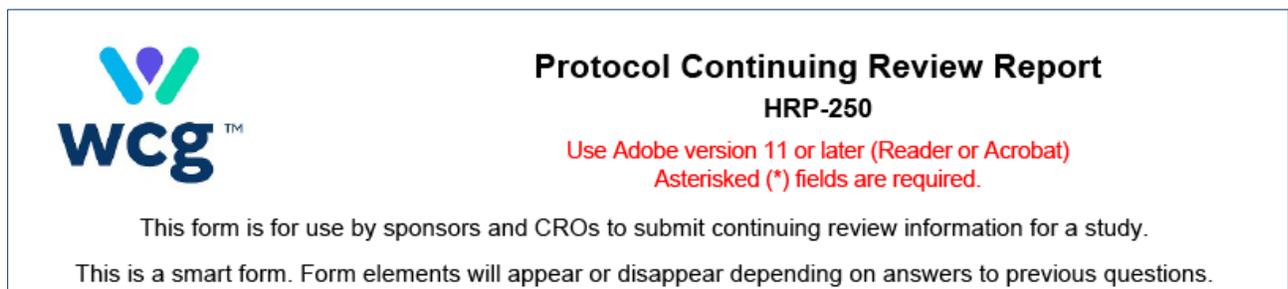


8. Select the most current document titled "Report Form Transmission document for CRRF".

- There may be multiple copies of the report if the due date is approaching and WCG IRB transmitted reminder or past-due notices

9. Select **Download All** or **Download Selected**.

Study level Continuing Review Reports will have "Protocol Continuing Review Report" at the top.



**i** If using **Download All**, your files may be accessed from **User Settings > Downloads** in the **Download Documents** tab.

## 2 Technical Information

### 2.1 Revision History

Version	Section	Description of Changes
1	N/A	N/A, first version
2	Entire Document	Updated for branding and placed in new template