

# Continuing Review Process

During the initial protocol assessment and the determination of the appropriate review category, IRB members must also establish the frequency for continuing review periods. The frequency of continuing review periods is specified in the ‘Cayuse Configuration’ section below.

## Review Requirements by Category

Continuing reviews and Expiration dates are mandatory for protocols classified under **Expedited** and **Full Board** levels of review.

- **Determination:** During the initial application assessment, Board members determine the required review level and frequency.
- **System Integration:** This determination triggers the automated notification schedule within **Cayuse** based on the selected frequency.

## Cayuse Configuration

The review requirements are categorized in Cayuse as follows:

- **Exempt:** Continuing review is required every 3 years.
- **Expedited and Full Board:** Assigned to at least one Board member for review, a continuing review is required at least once a year, as the longest.

## Implementation

To apply these settings, Board members must complete the Review Form as follows:

The screenshot displays a web form for a review process. At the top right, there are 'Cancel' and 'Save' buttons. The form content includes:

- A status indicator: 'Pending Julie Moore'.
- A 'Decision' field with a dropdown menu showing 'Approved' and a 'Clear' button.
- A 'Result Date' field with a calendar icon, the date '03-03-2026', and a 'Today' button.
- An 'Administrative Check-In Date' field with a calendar icon and the placeholder 'MM-DD-YYYY'.
- An 'Expiration Date' field with a calendar icon and the date '03-03-2027'.
- A 'Manage Dates' section with a dropdown menu showing 'Expiration Date Only' and a 'Clear' button.
- An 'Insert Justification' section with a rich text editor toolbar containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, table, and undo.