

Continuing Review / Reactivation Submission Checklist

NOTE: Grey highlighted documents are **MANDATORY**. For a CR submission, please do not re-upload documents from previous submissions (e.g. approved protocol, etc.) and do not upload revised documents. Revised documents require an Amendment submission, which must be submitted separately from a CR submission. All documents are located in the [IRB Library](#).

✓	Document	Document Type (in IRBNet)	Notes
*	Continuing Review Application	Application Form	Submit as PDF only; must be signed by PI. <i>NOTE: If IRB Approval expired, last section of form must be completed.</i>
*	Project Team Form + ** CITI Completion Report(s) <i>must list completed modules</i>	Other	Must include all researchers currently involved with the project; upload CITI completion reports for any new individuals and any whose training expired during the last approval period; current COI Mgmt. Plan(s), if applicable.
**	Protocol Deviations Report	Protocol Deviation/ Violation Report	Submit as PDF only; must be signed by PI. Only submit this form if any protocol deviations have occurred since last IRB review.
**	Abstracts and/or publications	Abstract/Summary Publication Materials	Project Findings, Interim Findings
**	Other Supporting Documents	Other	DSMB Report(s), other IRB approvals

Deferred Projects Annual Report Submission Checklist

NOTE: For projects that have been deferred to an external IRB for review, an annual deferred projects report must be submitted to the OIRB. Grey highlighted documents are **MANDATORY**.

✓	Document Type	Document Type (in IRBNet)	Notes
*	Deferred Projects Annual Report	Application form	Submit as PDF only; must be signed by PI.
*	Current IRB Approval letter	Approval letter	Upload the current IRB approval letter from the IRB of oversight.
**	Project Team Form	Other	If UNM-affiliated project team members have changed since last review, upload current project team form. <i>UNM-affiliated team members are required to complete the UNM COI Survey annually:</i> http://researchcompliance.unm.edu/coi
**	Other Supporting Documents	Other	Ex: Related Event Reports, DSMB Reports

* Required ** Required if applicable