



INSTITUTIONAL REVIEW BOARD
40 Worth Street, Fifth Floor
New York, New York 10013-2988
Tel: (646) 619-6400; Fax: (646) 619-6777
www.healthsolutions.org
IRBAdministrator@healthsolutions.org

REQUEST FOR CONTINUING REVIEW

General Submission Instructions

The application for Continuing Review can be submitted hardcopy or via email. The submission will consist of two parts:

1. The Completed Application Form for Continuing Review, and
2. The supporting documents, which include:
 - an abstract of the research project,
 - a summary (200 words or less) describing the progress of the research thus far,
 - the document(s) used to obtain informed consent and assent (when applicable), and
 - previously unapproved survey instruments, items which are distributed to participants as part of an intervention, and items used to advertise the research study.

Acceptable formats include any Microsoft Word version or Adobe Acrobat PDF.

It is the responsibility of the Principal Investigator to submit the application in a format that can be accessed by PUBLIC HEALTH SOLUTIONS, and the Administrator of the Institutional Review Board reserves the right to request a specific format if necessary to facilitate the administrative process.

Computer File Submission Instructions

1. Request the **Continuing Review Application Form** from Dayana Bermudez, IRB Administrator, (646) 619-6701 or the form can be requested via email dbermudez@healthsolutions.org. Acceptable formats include: Any Microsoft Word version or Adobe Acrobat PDF.
2. Print out a hard copy of the application form for reference before you begin.
3. Keep a copy of the original file on another disk or a hard drive as a back-up. This will be useful if an unrecoverable error is made to the working file.
4. The form has blank spaces for typed responses; use the amount of space as a guide to how long the corresponding response should be. You will not be able to add any additional lines to a response space. **The only exception will be when you need to report co-investigators or funding sources beyond the number currently on the form.** In that case, please copy and paste as many additional co-investigator or funding source response items as necessary in a separate document and submit that along with the form. If you feel there are circumstances that call for a longer response than the form allows, please contact Dayana Bermudez to discuss the options available to you.
5. If you are returning your submission via email, please send them directly to the IRB Administrator, at IRBAdministrator@healthsolutions.org
6. Please address all correspondence to:

Dayana Bermudez
Administrator, PUBLIC HEALTH SOLUTIONS IRB
40 Worth Street, Fifth Floor
New York, NY 10013-2988

7. Submissions should be complete when they arrive at PUBLIC HEALTH SOLUTIONS.

If you are e-mailing or regular mailing, or hand delivering your submission send:

- ❖ The electronic files containing:
 - the Application Form for Continuing Review,
 - the Summary,
 - the Abstract, and
 - the document(s) used to obtain informed consent and assent (when applicable).

OR

- ❖ Hard copies of:
 - the Application Form for Continuing Review,
 - the Summary,
 - the Abstract, and
 - the document(s) used to obtain informed consent and assent (when applicable).

AND

- ❖ Hard copies of any materials used with participants that are not available in computer file format and which were not previously approved by the IRB, such as
 - advertising flyers,
 - survey instruments,
 - newsletters, etc.

8. If you have any questions please call Dayana Bermudez at (646) 619-6701 or email dbermudez@healthsolutions.org