



## Medical Institutional Review Board (MIRB) Continuing Review Submission Procedures

### Continuing Review Process

1. Log on to the Mentor system
  - a. <https://www.axiommentor.com/login/axlogin.cfm?i=ebc>
2. From the “Home” page click on “MIRB”
3. Click on “My Submissions”
  - a. Date of approval and C.R. due date will show on submission line
4. If C.R. is due, continue with next steps
  - a. **Note:** If termination of study is desired instead, continue with next steps
5. Click on the submission
6. Click on “Continuation/Termination” button under the “Continuing Review” tab
7. Complete all required fields
  - a. Initial fields related to number of subjects
  - b. Continuation status
    - i. **Note:** If termination of study is desired, click “Close Study” under the “Continuation Status” drop down and complete all required fields
  - c. Written fields related to status summary of research project
  - d. Multiple choice questions related to status summary of research project
8. When completed, click “Save”
  - a. An email will automatically be sent to the MIRB Chair and Administrator upon successful upload of the Continuing Review

Additional assistance with continuing review submission can be found within your Mentor account. Navigate to the “MIRB” tab and select “Resources” on the left-hand side of the page. Click “Mentor User Guides” then select the “IRB” folder. In the IRB folder, select “PI” and download the appropriate guide.