

### Submitting an IRB Continuation Report

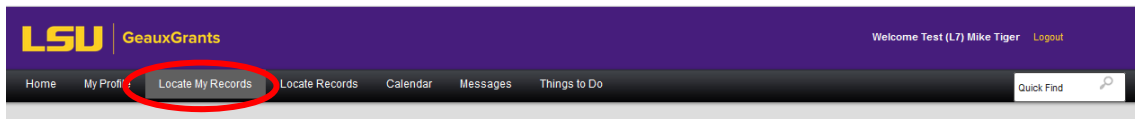
It is recommended you use **Chrome** or **Firefox** when using GeauxGrants. You can login through myLSU or by <https://www.lsu.edu/geauxgrants/>.

A Continuation report will need to be submitted for studies that are about to reach their expiration date, if the project has been completed, or if it has been postponed or cancelled. This allows for the IRB to extend the study approval period, determine if the study no longer requires continuing review, or may administratively close the study.

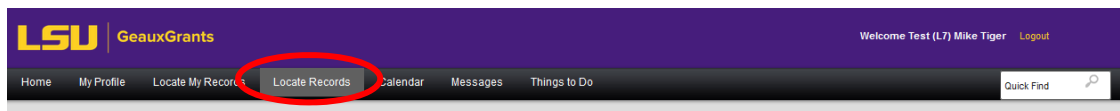
**Locate the protocol for continuation** (Click here to go straight to the [Continuation form guide](#))

There are three ways to locate a record in GeauxGrants:

1. **If you are the PI or Record Owner** - You may login to GeauxGrants and select "Locate My Records" in the navigation bar at the top of the GeauxGrants page. This will display a list of all your protocols.



2. **If you are not the PI or Record Owner (but are listed on the Personnel page of the protocol)** - Once logged into GeauxGrants, you may select "Locate Records" in the navigation bar at the top of the page.



Check the box next to "Human Protocol." Select your search parameter (e.g., Record Personnel, Record Number, etc.). Then type in the key word/number (e.g., Last Name/First Name, etc.) and click "Search."

Save Get Help Close

**Select 'Locate' Criteria**

Modules available for searching across:

Award       Conflict of Interest / PI-11       Human Protocol       IACUC  
 Sponsored Project

Available fields to search by

Current Project Status       Record Personnel  
 Record Associated Departments       Record Personnel Department  
 Record Classification Codes       Record Primary Department  
 Record Creation Date       Record Primary Sponsor  
 Record Key Words       Record Primary Sponsor Type  
 Record Number       Record Status  
 Record Owner       Record Title  
 Record Owner Primary Department

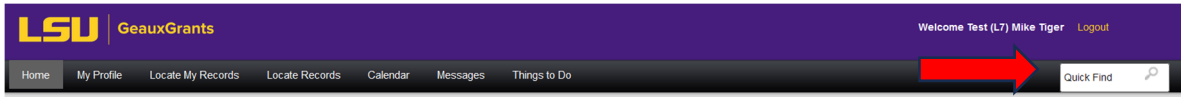
Selected fields

Record Personnel

Tiger, (L10) Mike the - LSUAM | Col of HSS | Dean's Office |  
 Tiger, (L11) Mike the - LSUAM | Col of HSS | Geography and  
 Tiger, (L12) Mike the - LSUAM | Sch of VETM | Comparative an  
 Tiger, (L13) Mike the - LSUAM | Fin and Admin | Data Archit  
 Tiger, (L15) Mike the - LSUAM | Sch of VETM | Pathobiologi  
 Tiger, (L16) Mike the - LSUAM | ORED | LA Sea Grant Omni  
 Tiger, (L17) Mike the - LSUAM | Sch of VETM | Pathobiologi  
 Tiger, (L18) Mike the - LSUAM | Acad Affairs | Executive V  
 CC00400  
 Tiger, (L19) Mike the - LSUAM | ORED | Vice President Res  
 CC00383  
 Tiger, (L20) Mike the - LSUAM | Sch of VETM | Pathobiologi  
 Tiger, (L3) Mike the - LSUAM | President | Office of the Pres  
 Tiger, (L4) Mike the - LSUAM | Sch of VETM | Pathobiologi  
 Tiger, (L5) Mike the - LSUAM | Sch of VETM | Dean's Office

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3. Type the record number (e.g., 24-0000) into the “Quick Find” bar on the top right of any GeauxGrants page.



If you are not the PI and are not listed on the Personnel page of the IRB protocol, you will not have access to the record.

### Create the Continuation Report Form

Click on the **hyperlinked IRB number** of the study. In the dropdown box, click **Create New** then **Continuation**. (If it is not an option under Create New, one may already be created and it may be under Edit)

Record Number	Record Type	Record Owner	Record Primary Sponsor	Record Status
<a href="#">IRBAM-24-0011</a>	Human Subjects Protocol	Tiger, (L7) Mike the		Approved – No Expiration
<a href="#">IRBAM-24-0010</a>	Human Subjects Protocol	Tiger, (L7) Mike the		In Development
<a href="#">IRBAM-24-0006</a>	Human Subjects Protocol	Tiger, (L7) Mike the		Approved
<a href="#">IRBAM-24-0002</a>	Human Subjects Protocol	Tiger, (L7) Mike the		In Development
<a href="#">IRBAM-23-0072</a>	Human Subjects Protocol	Tiger, (L7) Mike the		No Approval Needed
<a href="#">IRBAM-23-0060</a>	Human Subjects Protocol	Tiger, (L7) Mike the		In Development
<a href="#">IRBAM-23-0050</a>	Human Subjects Protocol	Tiger, (L7) Mike the		Approved
<a href="#">IRBAM-23-0040</a>	Human Subjects Protocol	er, (L7) Mike the		In Development
<a href="#">IRBAM-23-0030</a>	Human Subjects Protocol	er, (L7) Mike the		In Development
<a href="#">IRBAM-23-0020</a>	Human Subjects Protocol	er, (L7) Mike the		In Development
<a href="#">IRBAM-23-0010</a>	Human Subjects Protocol	er, (L7) Mike the		In Development
<a href="#">IRBAM-23-0006</a>	Human Subjects Protocol	er, (L7) Mike the		In Development
<a href="#">IRBAM-23-0002</a>	Human Subjects Protocol	er, (L7) Mike the		In Development
<a href="#">IRBAM-23-0001</a>	Human Subjects Protocol	er, (L7) Mike the		In Development
<a href="#">IRBAM-23-0016</a>	Human Subjects Protocol	Tiger, (L7) Mike the		In Development

### Submitting an IRB Continuation Report

#### Complete the Continuation Form

Respond to all questions on the form. For "Project Status," select the most appropriate current status for the project.

LSU

Complete Submit Save

REVIEW

GENERAL INFORMATION

PERSONNEL

OUTSIDE INVESTIGATORS

PROJECT REPORT AND CONTINUATION PAGE

PI ASSURANCES

ALL PAGES

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PROJECT REPORT AND CONTINUATION PAGE

Your Current Approval Expires On:

Please read the entire application. Missing information will delay approval!

I. PROJECT FUNDED BY: LSU proposal #

Proposal # ?

\* II. Is your project regulated by the FDA?

Yes  No

\* III. PROJECT STATUS: Check the appropriate blank(s); and

1. Active, subject enrollment continuing

2. Active, subject enrollment complete; work with subjects

3. Active, work with subjects complete; data analysis in progress

4. Project start postponed

5. Project complete;

6. Project cancelled: no human subjects used.

\* V. PARTICIPANT ENROLLMENT

Protocol continues as previously approved

Changes are requested\*

\* IV. PARTICIPANT ENROLLMENT

Number of participants enrolled

\* V. PARTICIPANT ENROLLMENT

VI. UNEXPECTED PROBLEMS: (did anything occur that increased risks to participants):

\* State number of events since study inception: Since last report:

\* Have there been any previously unreported events?

Yes  No

Reminder: If your study closes per the new common rule, unexpected problems (adverse events) will still need to be submitted to the IRB.

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- If changes to the protocol are needed, then select “Changes are requested” to question V. The following text will appear, indicating that an amendment will need to be submitted.

Reminder: If your study closes per the new common rule, Amendment requests will still need to be submitted to the IRB.

\* Since changes are being requested, an Amendment request is required. Enter the Submission Number, found under General Information from your Amendment request here.

Note: You will need to complete your Amendment request before being able to move forward with this Continuation request.

- Enter the amendment submission number in the blank field. The submission number will include the two digits at the end of the protocol number (e.g., IRBAM-22-123403).

Once all changes have been made, click the “Save” button, re-check the “Complete” box and then click “Submit.”

