LSU
GeauxGrants

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.
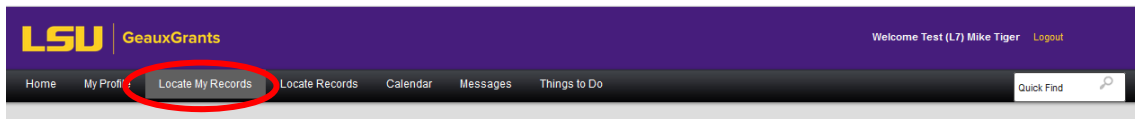
2. **If you are not the PI or Record Owner (but are listed on the Personnel page of the protocol)** - Once logged into GeauxGrants, you may select "Locate Records" in the navigation bar at the top of the page.
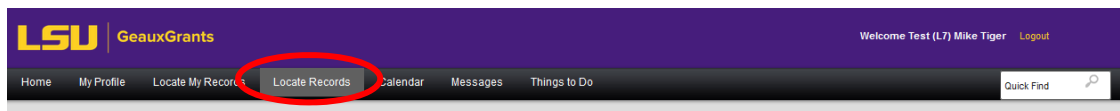
Check the box next to "Human Protocol." Select your search parameter (e.g., Record Personnel, Record Number, etc.). Then type in the key word/number (e.g., Last Name/First Name, etc.) and click "Search."

3. Type the record number (e.g., 24-0000) into the "Quick Find" bar on the top right of any GeauxGrants page.
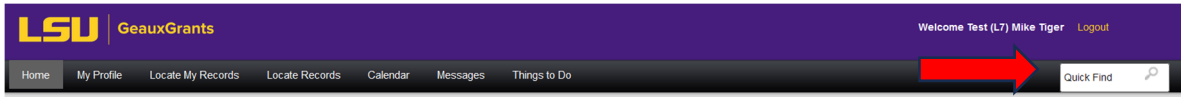
If you are not the PI and are not listed on the Personnel page of the IRB protocol, you will **not** have access to the record.

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***)

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Complete the Continuation Form

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

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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-22-1234**03**).

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