Federal regulations require that studies be reviewed at least annually. The PNWU IRB may choose to require review more frequently for some studies. It is **important that study approval not be allowed to expire. An expired study cannot be renewed.**

Approximately 6 weeks prior to the approval expiration, the principal investigator will be sent an electronic request for continuing/periodic review.

**Study Renewal:**
If the study is to be renewed, the investigator must complete the continuing/periodic review request and return it to the IRB office. The continuing/periodic review must be submitted no more than 30 days prior to the expiration date.

The continuing/periodic review request is completed with information about the progress of the study which includes:
- New information/changes since the last review
- Subject accrual
- Adverse events or benefits
- Problems, complaints and subject withdrawal
- Protocol deviations
- Whether or not the study is still open for further subject accrual
- Changes to the study team personnel

Once the continuing/periodic review request is received, it will be pre-reviewed by the IRB Administrator to be sure it is complete and ready for review. When ready, the review request is forwarded to the IRB Chair for review OR scheduled for review during an IRB Meeting.

After the review request has been approved, the investigator will be notified in writing of the approval and the date the next review is due.

**Note:** If accrual for a study is closed but research participants are still be followed as part of the study, the research needs to be renewed. In most cases where activity directly involving the study participants is complete but data analysis is ongoing, the study should be renewed. If you have questions on whether to renew or close a research project, contact the IRB at Research@pnwu.edu

**Study Closure:**
If a study is to be closed, the investigator needs to complete a IRB Study Closure Report form indicating the reason the study is being closed. The closure report is then submitted to the IRB Administrator for IRB review. The investigator will receive written acknowledgement of study closure.