



IRB Staff – Anniversary Date Workaround (for continuing reviews only)

This document is intended to assist the IRB staff with processing approval for continuing review submissions by describing the steps involved.* The following steps describe making a determination within 30 days of study expiry, updating the expiry date in the system and recording the approval effective date in the letter only (the system will only contain the determination date and correct expiry).

1. Complete the Committee or Non-Committee Review Checklist and indicate the appropriate approval period

NOTE: This workaround is only appropriate for studies receiving a 12 month approval

2. On the main study workspace, complete the Update Expiration Date activity and type in the anniversary date of the study (one year from the current expiration date)
3. Ensure the appropriate expiration date is appearing for the study
4. From the workspace of the submission under review:
 - a) Finalize Documents
 - b) Prepare LetterWithin the text of the letter, replace the dates to include the following
 - **IRB Review Date:** The date the review is completed (must be within 30 days of expiry)
 - **Effective Date:** The current study expiration date (same as the anniversary date for this year)
 - **Expiration Date:** The anniversary date plus one year
5. Proceed with all other necessary activities to complete the process for review and determination in ESTR (see IRB Staff Checklist/Cheatsheet Quickbite).

* The anniversary date workaround involves allowing for review and approval according to a previously determined approval period for a study **only when continuing review is completed within 30 days of the ‘study anniversary date’** (ordinarily the anniversary of the day of first expiration). ESTR currently does not have an automated mechanism for recording the anniversary date, and only records the date of determination.