

Continuing Review/Project Extension Request

Policy Number: 006

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History

Effective: July 1, 2026

Last Updated:

Responsible University Office: Provost / Dean of Health Sciences

Responsible University Administrator: Provost

Policy Contact: REC Chair

Scope

Spalding University faculty, students and staff involved with submitting and / or reviewing human subjects research proposals.

Policy Statement

The policy delineates the timeline and requirements for continuing review and project extension requests submitted to the research ethics committee (REC). REC approval is automatically set for 1 year unless otherwise determined at the time of REC review and approval that more frequent continuing reviewing will be needed. Note that every project must either be closed out or undergo continuing review within one year of initial approval. Any protocol that expires must be submitted at a new proposal for REC review as extension requests shall not be retroactive.

Reason for Policy

The purpose of this policy is to outline the timeline and steps involved in the continuing review/project extension request process when an extension beyond the original approval expiration is requested. This will ensure timely and efficient submission of requests to the REC.

Standard Procedures

1. Investigators submit project completion form OR extension request.
2. Continuing review/project extension requests shall be submitted no more than 30 calendar days before the study expiration date in order to retain the anniversary of the expiration date of the initial approval.

3. Investigators submit the following [Project Extension Request Form](#)
4. Investigators should submit the following documents: progress report, latest approved protocol and informed consent documents, and any proposed modifications
5. Review for completion (all required documents)-administrative staff / GA
 - a. Missing- email researcher asking for missing documents
6. Check for signatures- administrative staff / GA
 - a. Investigator signature required for approval
7. Assign to REC chair for review -administrative staff / GA
 - a. Proposals approved via full committee review will require full committee review for continuation as well.
8. REC Chair (or individual designated by Chair) requests additional information as needed.
9. REC Chair (or individual designated by Chair) clicks approve or deny in JotForm.
 - a. Note- no individual reviewer (or Chair) can deny continuation. If flagged for denial there must be a full committee review to affirm this decision before denial is sent.

Appendices

<https://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-continuing-review-2010/index.html#section-b1>

History

Draft proposed and reviewed : May 13, 2026

Implemented: July 1, 2026

Last reviewed in Research Ethics Committee: May 15, 2026

Spalding Administration Review: n/a

Approved in REC Meeting: May 15, 2026